



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 07 OF 2026

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

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DEPARTMENT OF AGRICULTURE (DOA)

NOTE

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

POST 07/01

: **SCIENTIST PRODUCTION - GRADE A: REF NO: 3/3/1/57/2025 (X2 POSTS)**
Directorate: Inspection and Quarantine Services

SALARY

: R761 157 per annum (OSD) (All-inclusive salary package to be structure in accordance with OSD rules)

CENTRE

: Western Cape: Stellenbosch

REQUIREMENTS

: The applicant must be in possession of Grade 12 (Matric) certificate. Science degree (BSc)(Hon) or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Job Related Knowledge: Applicants must have knowledge of legal compliance: Agricultural Pests Act,

1983 (Act No. 36) and applicable regulations: Plant Improvement Act, 1976 (Act No 53); and International Standards for phytosanitary measures- IPPC & WTO/SPS. Public Finance Management Act (PFMA). Knowledge of Public Service and Departmental prescripts/ policies. Quarantine procedures and protocols. Good agricultural and laboratory practices. Relevant legislation and regulations, norms and standards. Export and import procedures and policy. A valid driver's license. Job Related Skills: Programme & project management. Scientific methodologies and models. Research & development experience. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgement. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organization. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.

DUTIES : Develop and implement methodologies, systems and procedures for the detection pests and post entry quarantine of plants. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Perform scientific analysis and regulatory functions in the area of plant quarantine. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Publish and present research findings. Liaise with relevant bodies/councils on science-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance and development of staff.

ENQUIRIES : Mr Theo Pongolo: Tel: (021) 809 1640
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SPGrecruit572025@nda.agric.za.

NOTE : African Males and Females, and persons with disability are encouraged to apply.
CLOSING DATE : 13 March 2026 at 16:00

POST 07/02 : **SCIENTIST PRODUCTION GRADE A REF NO: 3/3/1/51/2025**
 Directorate: Plant Production

SALARY : R761 157 per annum (OSD) (All-inclusive package to be structure in accordance with the OSD rules)

CENTRE : Gauteng: Pretoria

REQUIREMENTS : BSc (Hon) in Plant Production/Botany (plant/seed morphology, taxonomy, physiology. Compulsory registration with SACNASP as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification natural scientific experience. Prior experience with usage of laboratory apparatus. Additional advantages include the attendance of the Seed Science Course hosted by the University of Pretoria and successful completion of the practical seed testing methods and techniques examination. Job Related Knowledge: Applicants must have knowledge of seed testing and seed technology practice within the scope of seed science (nomenclature, morphology, taxonomy, physiology). Taxonomy skills for seed identification. Scientific methodologies and models. Research and development. Technical report writing. International seed testing processes and methodologies (ISTA). Quality Assurance Systems (ISTA accreditation standard). Operation and maintenance of laboratory apparatus and equipment. Analytical and scientific interpretation, i.e. mathematical and statistical calculation of results. Policy development and analysis of relevant departmental policies and prescripts e.g.

<u>DUTIES</u>	: Plant Improvement Act. Data analysis. Job Related Skills: Computer skills (MS Office) Identify specialist assets for the OSTL based on needs (seed collection). Work well in an individual capacity as well as part of the team. Ability to train internal personnel as well as external stakeholders. Professional oral and written communication skills. Planning and organizational skills. Knowledge and operation of laboratory apparatus. Numeracy, mathematical and statistical skills. Problem solving skills. Analytical skills. Ability to work effectively and efficiently.
<u>ENQUIRIES</u>	: Develop and implement methodologies, systems and procedures. Perform scientific function that require interpretation in the absence of an established framework i.e. interpretation of the International Seed Testing Association (ISTA) rules. Identify and consolidate needs for methodologies, policies, systems and procedures in the Quality Assurance System (QAS). Identify gaps and development appropriate interventions regarding the activities of seed sampling with Directorate: Inspection Services and/or other offices. Monitor the maintenance, calibration and operation of seed testing equipment. Provide scientific support and advice. Provide scientific data, information and advice as requested by the seed industry and review scientific publications. To perform scientific analysis and regulatory functions to promote standardization in the seed industry. Conduct scientific analysis and analyse scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models, principles and techniques to generate information and knowledge. Formulate proposals and compile reports. Develop and customize scientific models and techniques. Research and Development. Continuous professional development to keep up with new technologies and procedure related to seed testing. Conduct basic and applied research. Research/literature studies to improve expertise in the seed related field. Publish and present research findings and liaise with relevant bodies/councils on seed science-related matters. Human Capital and Development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice in accordance with ISTA rules and Quality Assurance System. Supervise scientific work processes. Manage the performance and development of staff.
<u>APPLICATIONS</u>	: Ms A Kistnasamy Tel: 012 319 6034
<u>NOTE</u>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SPGrecruit512025@nda.gov.za .
<u>CLOSING DATE</u>	: EE Target: Coloured and White Females, and persons with disability. : 13 March 2026 at 16:00
<u>POST 07/03</u>	: <u>CONTROL AGRICULTURAL LEGISLATION INSPECTOR REF NO: 3/3/1/52/2025</u> : Directorate: Agricultural Inputs Control
<u>SALARY</u>	: R468 459 per annum (Level 09)
<u>CENTRE</u>	: Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	: Bachelor of Science (Bsc) Degree in the field of Agriculture. Good manufacturing practice training at any higher learning institution will be added advantage. Job Related Work Experience: Minimum of three (3) years' experience. Job Related Knowledge: Public Finance Management Act, The Public Service Act, Document tracking system, Relevant computer training, Relevant act and International Agreements, Regulations/Standards, Customer Services, Financial Management and Meeting procedures, Evaluation of Products: Computers Networks, Supervision of Personnel and related matters. Job Related Skills: Good interpersonal skills, Ability to communicate well with people at different levels, Planning and organizing skills, Ability to motivate people/subordinates, Good telephone etiquette, Ability to act with tact and discretion, Interpretation of relevant legislation, Identification of shortcomings in legislation. Training/guide of personnel in performance of their task, Communication (written & verbal), Negotiating/Influencing, Budgeting and application of funds, Public Speaking, Problem Solving, Conflict resolution and management, Information management, Identification and planning, Relevant computer software (MS Office), Supervision of personnel & related matters. Chairing of meetings. Extended working hours. The candidate must be willing to travel and be in a position of the Driver's license, Ability to work under pressure.
<u>DUTIES</u>	: Ensure compliance and enforcement in the region. Monitor and analyse inspection activities in the region. Develop and interpret intervention strategies. Conduct spot checks and verify compliance. Attend scientific local and

international conferences on agricultural inputs. Seizure of illegal products. Recommend high level cases for prosecution. Conduct the samples testing. Monitor and evaluate the sampling procedure. Screen non-compliance reports in terms of risk. Lead GMP (Good Manufacturing Practices) audit of manufacturing facilities. Recommend the closure of non-complying facilities. Monitor and ensure preservation of all evidence. Monitor and inspect imports. Guidance, interpretations and applying legislation, regulations and policies. Ensure that traceability system is in place for record purposes. Direct and advice on investigation conducted. Advice the Register and Executives on the deficiencies of the legislation and its prescripts. Put systems and procedures in place to ensure client adherence to legislation, regulations and procedures. Conduct risk analysis in the region. Ensure and monitor the implementation of intervention strategy and action plan. Conduct risk assessment and facilitate pests control operations. Develop/review guidelines, Standard Operating Procedures (SOP) and regulations. Conduct risk analysis. Develop intervention strategy and action plan. Conduct monitoring and evaluation. Develop awareness campaign and information sessions programs. Ensure that capacity building and awareness rising to internal and external stakeholders are conducted. Ensure that raids are conducted at points of interest (railways stations, taxi rank and other informal markets,) Ensure the distribution of awareness materials. Represent the department at stakeholder meetings (Industrial, various departments, directorates, and farmers organisation). Manage and monitoring complaints, investigation, and prosecution processes. Ensure the screening, categorisation, and prioritization of complaints according to their level of risk. Analyse all complaints and enquiries. Develop corrective measures and ensure that system is updated. Prosecution of the outcome of inspections where there is contravention. Monitor and ensure that all complaints and enquiries are attended to. Investigate high level advice. analyse court cases and provide advice. Lead the prosecution through NPA, State Attorneys on matters going for trials in courts. Liaise/attend meeting with other government departments (Health, SARS, SAPS, etc.), non-governmental institutions and relevant stakeholders. Supervision of Staff. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment.

**ENQUIRIES
APPLICATIONS**

: Mr Gift Moncho Tel: (012) 319 7169
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CALIrecruit522025@nda.gov.za.

**NOTE
CLOSING DATE**

: EE Target: African Males and Persons with disability.
 : 13 March 2026 at 16:00

POST 07/04

: **SENIOR AGRICULTURE REGISTRATION OFFICER (REF NO: 3/3/1/53/2025)**
 Directorate: Agriculture Inputs Control
 This is a readvertisement and applicants who applied previously need to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R397 116 per annum (Level 08)
 : Gauteng (Pretoria)
 : Applicant must be in possession of a Grade 12 certificate and National Diploma or B-Degree in Public Management or Administration / Office Administration (NQF 6). Must have a minimum of two (2) years relevant experience of administration in the regulatory environment. Job-Related Knowledge: Knowledge of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act No.36 of 1947 together with its regulations and standard operating procedures. Public Service Regulations, Procurement procedures. Regulations relating to agricultural inputs, pest control operators and sterilizing plants. Public Finance Management Act (PFMA), Planning and organizing. DPSA HR policies and prescripts. Job Related Skills: Supervisory skills, Planning and executions, Good interpersonal skills, Problem solving skills, Computer literacy, report writing, Ability to communicate well with people at different levels. Customer services skills, Telephonic etiquette, Motivational skills, Innovative thinking and Communication skills (verbal & written). The candidate must be willing to work extended hours and be in a possession of a valid driver's license.

DUTIES

: To coordinate and oversee the provision of administrative services in the registration of agricultural inputs in line with relevant legislations. Manage the registration of agricultural remedies applications in terms of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No. 36 of 1947). Respond to routine enquires with both the internal and external stakeholder. Develop and ensure maintenance of information databases and records

management system. Verify the correctness of the registration documents issued to stakeholders. Compile correspondence to clients and external and internal stakeholders in relation to the registration applications. Compile statistical information/reports relating to the registration applications. Liaise with the Agricultural Management Advisors or Registrar for processing of registration applications. Represent the unit at the stakeholder liaison meetings. Oversee and provide general financial administrative support for registration of Agricultural Inputs. Facilitate payment to service providers for service rendered. Ensure that the prescribed registration application fees are paid as per the regulations. Locate and verify the payment of application received. Verify and reconcile the revenue collected through ledger notices. Provide support in the review of tariffs for services offered by the directorate. Facilitate the refunding of overpayments or duplicate revenue. Assist auditors with audit process in the directorate. Process minor Agricultural Inputs registration applications. Receive and verify documentation for minor applications (e.g. renewal of products, products name changes and product ownership changes). Ensure that the correct prescribed tariffs are paid. Approve minor applications and issue certificate accordingly. Staff Supervision. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.

- ENQUIRIES** : Mr David Motloi, Tel: (012) 319 6889
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SAROrecruit532025@nda.gov.za.
- NOTE** : EE Target: African, Coloured, Indian, White Males and African, Coloured and White Females, and persons with disability.
- CLOSING DATE** : 13 March 2026 at 16:00
- POST 07/05** : **PERSONAL ASSISTANT: REF NO 3/3/1/54/2025**
Chief Directorate: Legal Services
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : National Diploma in Secretarial/Office Administration/ Management (NQF6). A minimum of three (3) years' experience in rendering a support service to senior management. Job Related Knowledge: Applicants must have knowledge on the relevant legislation/policies/prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Job Related Skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication, Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Extended working hours.
- DUTIES** : Provides a secretarial/receptionist support services to the Manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded to, in the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. Fax machines and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the manager and the unit where required. Collect and analyses information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents

like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms Kanthi Nagiah Tel: 0661163174
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email PArecruit542025@nda.gov.za.
NOTE : EE Target: African Males and Persons with disability.
CLOSING DATE : 13 March 2026 at 16:00

POST 07/06 : **GENERAL TECHNICAL ASSISTANT REF NO 3/3/1/55/2025**
 Directorate: Plant Production

SALARY : R269 499 per annum (Level 06)
CENTRE : Gauteng: Pretoria (Roodeplaat)
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate with Life Sciences (Biology) and Mathematics Literacy as passed subjects. Job Related Work Experiences: No working experience required. Job Related Skills: Seed testing knowledge. Seed science (morphology, taxonomy, physiology). International seed testing processes and methodologies. Quality assurance practices. Laboratory safety measures. Communications skills. Planning and organising skills.

DUTIES : Conduct physical purity analysis. Asses physical status of samples, weight and report. Apply appropriate dividing technique, weight, and report. Interpret purity technical requirements for the applicable seed kind (Pure Seed Definition). Apply the PSD to conduct analysis procedures. Study other seed if found and observe seed characteristics according to familiarities. Compare seed with identification literature and confirm comparison with seed in reference collection. Describe, weight and report results. Package components for record purposes and additional testing. File laboratory report in specified area. Report non-conformances and incidents. Conduct germination test, i.e planting and evaluation: Planting: Verify and interpret the applicable planting requirements for the seed kind. Prepare containers and substrate according to prescribed method. Apply appropriate dividing technique for obtaining a planting work sample. Position seed in/on substrate, complete planting procedure and place into correct germination apparatus (temperatures specific). Report planting details on germination work sheet. File laboratory in specified area. Report non-conformances and incidents. Evaluation: Verify and interpret the applicable technical seedling evaluation criteria for the seed kind. Report any general observations. Apply technical judgement to assess the physical appearance of the replicate. Group seedlings and left over seed according to prescribed categories. Report number of seedlings and left over seed per group / category and described abnormalities on germination work sheet. Finalise test or extent incubation period when required according to ISTA Rules. File laboratory report in specified area. Reporting of non-conformances and incidents. Conduct test related to seed analysis, other than purity analysis and germination test as required for quality determination. Verify seed kind. Read, interpret and apply test technical methodology applicable to test type as requested. Consult relevant officials, if required. Report results on work sheet. File laboratory report in

specified area. Report non-conformances and incidents. Implement quality assurance system, occupational health and safety measures and good laboratory practices. Maintaining and calibration of apparatus. Maintaining tidiness of work area/surfaces. Apply health and safety measures in accordance with legislation and prescribed procedures e.g. make use of Personal Protection Equipment. Apply rules and standards for handling, packing, filing, and storage to maintain quality of samples and documents. Filing of records / documents. Report of non-conformances and incidents.

ENQUIRIES : Ms A Choco Tel: 012 319 6311
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email GTAreruit552025@nda.gov.za.

NOTE : EE Target: African, Coloured and White Males and persons with disability.
CLOSING DATE : 13 March 2026 at 16:00

POST 07/07 : **ADMINISTRATION CLERK: REF NO 3/3/1/56/2025**
Directorate: Land Use and Soil Management

SALARY : R228 321 per annum (Level 5)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms E van Dyk Tel: (012) 319 7558
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ACreruit562025@nda.gov.za

NOTE : EE Target: African and White Males and Persons with disabilities.
CLOSING DATE : 13 March 2026 at 16:00

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HR@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 13 March 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

OTHER POST

- POST 07/08** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF: DBE/16/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management
- SALARY** : R397 116.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of an appropriate three year post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Two years' experience in Supply Chain Management environment; Two years' experience of LOGIS system and the National Treasury's Central Suppliers Database; Knowledge of government Procurement processes and regulations, including the Public Finance Management Act. Code of Conduct for Supply Chain Management Practitioners, and Preferential Procurement Policy Framework Act; Ability to work under pressure, independently and in a team; Ability to organise and plan work; accordingly, Excellent interpersonal and organisational skill; Computer literacy (MS Word, MS Excel, MS PowerPoint MS Outlook and Internet) Good written and verbal communication skills and must be self-motivated
- DUTIES** : The successful candidate will be responsible for sourcing quotations for goods and services from suppliers listed on the National Treasury's Central Supplier Database (CSD); Ensuring that the quotation processes are compliant, standard bidding documents are compiled in accordance with department policies, procedures and all applicable legislative requirements; Rendering guidance in writing of specifications; Rendering secretarial support to Bid Specification Committee (BSC) and Quotation Evaluation Committees (QEC); Compiling submissions for deviation requests and compile reports; Managing LOGIS transactions such as processing of requisitions, authorisation of procurement advice and authorise payments; Providing supervision and guidance to

ENQUIRIES
NOTE

- subordinates; Monitoring, controlling and evaluating performance of subordinates and performing any other duties as delegated by managers.
- : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo (012) 357 3398
 - : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance

DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/ appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan



- CLOSING DATE** : 13 March 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules. NB: The posts were advertised on Public Service Vacancy Circular (PSVC) 05/26 with references Ref No: DCMPSAPWC/02/05/26/01, Ref No: DCMPSAPWC/02/05/26/02 & Ref No: DCMPSAPWC/02/05/26/03 with a closing date of 27 February 2026. These posts are being re-advertised under Ref No: DCMWC/04/07/26/01, Ref No: DCMWC/04/07/26/02 and Ref No: DCMWC/04/07/26/03. Applicants who previously applied for these posts are encouraged to re-apply..

OTHER POSTS

- POST 07/09** : **PERSONNEL OFFICIAL: SUPERVISOR: REF NO: DCMWC/04/07/26/01**
Directorate Human Resource Career Management (PSAP)
Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum (Level 7)
- CENTRE** : Western Cape Office, Simons' Town.
- REQUIREMENTS** : A minimum of grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years relevant experience in Human Resource Management. Knowledge and courses of PERSOL mainframe or PERSAL system will be an added advantage. Special requirements (Skills needed): Computer literacy (MS Excel, MS PowerPoint and MS Word). Knowledge of Policies and processes. Good communication skills (Verbal and Written), ability to work under pressure, and client orientated. Interpersonal relationship and, problem solving skills, Maintain self-discipline and be able to interpret policy directives.

- DUTIES** : Assisting with presenting of personnel practices interventions. Providing an advisory and consultancy service to Western Cape clients. Providing a salary and personnel practice support service to Western Cape clients. Providing of support relating to PSAP staffing. Supervising of personnel. Researching, creating and implementing personnel. Practices interventions performance management environment.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel No: 021 787 4188
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to tammi.williams@dod.mil.za
- POST 07/10** : **PERSONNEL OFFICIAL: PRODUCTION: REF NO: DCMWC/04/07/26/02**
: Directorate Human Resource Career Management (PSAP)
: Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 5)
: Western Cape Office, Simons' Town.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Experience in Human Resources will be an added advantage. Special requirements (Skills needed): Good communication skills (Verbal and written), Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word). Knowledge of Persol/Persal system. Knowledge of Human Resource Prescripts.
- DUTIES** : Administration of personnel utilisation and performance intervention. Providing an advisory and consultancy service to Western Cape clients. Assist in providing salary and performance management audit support service to Western Cape clients/personnel. Providing an administrative support related to PSAP staffing.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel No: 021 787 4188
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to tammi.williams@dod.mil.za
- POST 07/11** : **ADMINISTRATION CLERK: PRODUCTION: REF NO: DCMWC/04/07/26/03**
: Directorate Human Resource Career Management (PSAP)
: Re- advert Applicants who previously applied for these posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R228 321 – R 268 950 per annum (Level 5)
: Western Cape Office, Simons' Town.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Experience in Human Resources will be an added advantage. Special requirements (Skills needed): Good communication skills (Verbal and written), Ability to work under pressure and client orientation. Computer literacy (MS Excel and MS Word) Knowledge of PERSOL/PERSAL system. Knowledge of Human Resource Prescripts.
- DUTIES** : Providing a reception service to Directorate Human Resource Career Management (PSAP) Western Cape office. Providing an administrative support service for office equipment, stationery and stores supplies. Providing an administrative leave support. Providing an administrative building support. Maintaining military vehicle. Arrange all duty away from home unit.
- ENQUIRIES APPLICATIONS** : Ms T.G. Williams, Tel: 021 787 4188
: Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X 1, Simons' Town, 7995 or hand deliver to George Street, Simons' Town, 7995 or email to tammi.williams@dod.mil.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- CLOSING DATE** : 13 March 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** Kindly be advised that the number of posts to be filled by the advert Application Developer (Java) referenced as HR4/25/05/53HO is (X2 posts). The advert has been published on the Vacancy Circular 05 of 2026 on 13 February 2026, with a closing date of 27 February 2026. For inquiries, please contact Ms. LB Martin at Tel: (012) 309 4196

OTHER POSTS

POST 07/12 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: HR4/4/3/2DDDA/UIF**
(Re-advertisement, applicant who applied before are encouraged to re-apply)

SALARY : R896 436 per annum (All-inclusive package)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three (3) year undergraduate qualification in Commerce / Logistic Management/ Supply Chain Management/ Purchasing Management/ Procurement and Supply Management at NQF Level 6 as recognised by SAQA. Five (5) years' experience of which two (2) years must be functional experience in Supply Chain Management and three (3) years' experience at junior managerial level. Registration with the Procurement and Supply professional body is recommended. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Contributions Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management Systems and Processes. Labour Relations Act. Basic Condition of Employment (BCEA). Skills: Financial Management. Analysis. Project Solving. Presentation. Planning and organizing. Communication (verbal and written). Computer Literacy. Minutes writing.

DUTIES : Manage the provision and administration of demand services. Manage acquisition services. Manage the provisioning of an effective stores and warehouse services. Manage resources.

ENQUIRIES : Ms MM Ramoshaba Tel: (012) 337 1412/1405.

APPLICATIONS : email: Jobs-UIF3@labour.gov.za

NOTE : Coloureds Males and Females, Indians Males and Females, White Females and Persons with disabilities are encouraged to apply

POST 07/13 : **DEPUTY DIRECTOR: FLEET MANAGEMENT & AUXILIARY SERVICES REF NO HR4/4/4/02/01**

SALARY : R896 436 per annum (All-inclusive package)
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Qualification (NQF7) as recognised by SAQA in Public Management/Business Management/Public Administration/Fleet/Transport. Two (2) years functional experience in anti-fraud and corruption environment. Three (3) years' experience at an assistant director level in either fleet or transport management, auxiliary services or facilities management or property management experience. Knowledge: Government immovable Asset Management Act (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedures, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OHS), National Archive and Records Act (NAARA). Skills: Communication, Attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem Solving, Decision Making, Time Management, Managerial and supervision, Analysis.

DUTIES : Manage the provision of fleet management services within the Province. Monitor effective provisioning of proper and efficient auxiliary services within the Province. Manage and maintain the building lease and the State-owned portfolio. Manage all the resources of the Sub-Directorate.

ENQUIRIES : Ms K Ntshingane Tel: (011) 853 0312

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP9@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 07/14 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NOL HR4/4/26/03/1GP**

SALARY : R468 459 per annum
CENTRE : Provincial Office: GP
REQUIREMENTS : Three-year tertiary National Diploma (NQF6)/ Undergraduate Bachelor/ Bcom Degree (NQF7) in Financial Management/ Supply Chain Management/

Purchasing/ Logistics/ Public Administration/ Bcom Finance/ Accounting/ Economics. Four (4) years' experience of which two (2) years at Supervisory level or as a Senior / Admin Officer/ Practitioner and two (2) years functional experience in the Supply Chain Management. Knowledge: Public Service Transformation and management issues, White paper on transformation of Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho pele principles, Labour Relations and Collective Bargaining systems and Minimum Information Security Standards. Legislative Requirements: Public Financial Management Act. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem-Solving and Decision-Making, Project Management, Team Leadership, Managing Interpersonal Conflict and Impact and influence.

DUTIES : Manage procurement support services in the Province. Monitor and review the assets in accordance with the relevant policy and procedures. Render contract administration support service and compliance. Render and administer monthly reporting Manage all resources of the section.

ENQUIRIES APPLICATIONS : Mr EM Takalo Tel No: (067 425 8000)
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: JOBS-GP-PO/2@labour.gov.za (Provincial Office)

POST 07/15 : **ASSISTANT DIRECTOR: HRO & ER REF NO: HR4/4/5/19**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Provincial Office: KwaZulu Natal
: Three (3) year relevant tertiary qualification in Human Resource Management. Valid Driver's licence. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Resolution, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards. Skills: Administration and Financial management, Project management, Interpersonal, Communication (Verbal and written), Computer literacy, Analytical, Problem solving, Conflict management, People management.

DUTIES : Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all resources of the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr TB Gumede, Tel: (031) 366 2355
: Deputy Director: Human Resource Management, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN9@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 07/16 : **ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/7/58**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Provincial Office: Mpumalanga
: A relevant three (3) years' tertiary qualification in Business/Public Administration/Public Management/Financial Management/Facilities Management/Property Management and Real Estate Management. A valid driver's license. Two (2) years Supervisory experience and two (2) years functional experience in administration environment. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication, Interpersonal relations, Decision-making, Problem solving, Presentation, Conflict management, Computer Literacy

DUTIES : Manage the office accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province.

		Manage and monitor effective records management services in the Province. Monitor and ensure that all ITC equipment is operational.
<u>ENQUIRIES</u>	:	Ms NE Mashibini Tel 013 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. Email: JobsMPU-OS01@Labour.gov.za
<u>POST 07/16</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATION REF NO: HR4/4/7/60</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Secunda
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/ Public Administration/ Social Sciences/ OHS/ Finance/ HRM Knowledge: Relevant regulations, laws and legislation, Tariffs Administration, Index Administration, Claims Administration, Claims Registration, Claims Investigations, Claims Management and Legal Cost assessment and settlement, Claims Litigation, Claims Finalization, Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, Constitution Act, Public Service Act and Occupational Health and Safety Act (OHS) Skills: Accountability, Analytical Thinking, Attention to detail, Brand and Customer Orientated Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance and Team Orientation.
<u>DUTIES</u>	:	Verify pension claims. Initiate pension claims for payment. Process commutations applications and attend to pension enquiries.
<u>ENQUIRIES</u>	:	Mr S Ndimande Tel: (017) 631 2585/2652/2672
<u>APPLICATIONS</u>	:	Acting Deputy Director Labour Centre Operations: Private Bag X9057 Secunda 2302, 4 Waterson Street, Sunset park, Secunda email: Jobs-SCU-SAO@LABOUR.gov.za
<u>POST 07/18</u>	:	<u>STATUTORY SERVICE OFFICER REF NO: HR4/4/7/62</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office Mpumalanga
<u>REQUIREMENTS</u>	:	BPROC/LLB/BCOM LAW. A valid driver's licence. One (1) year experience in the legal/ compliance environment. Knowledge: Public service transformation and management issues, Public service Act, Treasury regulations Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing. skills, Presentation, Innovative, Analytical, Verbal and written communication. A valid driver's license.
<u>DUTIES</u>	:	To plan and independently administer work referred to Statutory Services for enforcement of noncompliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile stats for the unit.
<u>ENQUIRIES</u>	:	Mr TJ Mpulwane Tel: 013 655 8700
<u>APPLICATIONS</u>	:	Deputy Director COIDA: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-STAT@LABOUR.gov.za
<u>POST 07/19</u>	:	<u>CHIEF PERSONNEL OFFICER: HRO REF NO: HR4/4/5/20</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Kwazulu-Natal
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Human Resources Management. One (1) to two (2) years Supervisory experience doing the Human Resources Management Services. Knowledge: All labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.
<u>DUTIES</u>	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the

Province. Monitor establishment and the implementation of HR policies, Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Mr TB Gumede, Tel: (031) 366 2355

: Deputy Director: Human Resource Management, Provincial Office, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 07/20 : **LEGAL ADMINISTRATION OFFICER (MR4-MR5) REF NO: HR4/4/3/2LAOMR4-5/UIF (X8 POSTS)**
(1 Year Contract)

SALARY : R388 392 - R1 111 323 per annum (MR4-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination (OSD)

CENTRE REQUIREMENTS : Unemployment Insurance Fund, Pretoria

: Grade 12 and an LLB Degree (MR4 – LLB Degree plus minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree plus minimum of 14 years post qualification experience in legal profession. Admission as an Attorney or Advocate is recommended. Knowledge: Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant Stakeholders. Batho Pele Principles. Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of Evidence. The Constitution of the Republic of South Africa. Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Amendment Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Time Management. Report Writing. Planning and Organizing. Liaison. Diplomacy. Policy Development. Reporting writing. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.

DUTIES : Facilitate professional Legal advice and support to the Fund. Coordinate handling of Litigation for and on behalf of the Fund. Facilitate drafting of legal documents (legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents etc.) for the Fund. Process the sections for Benefit Applications under supervision of the Senior Legal Admin Officer. Facilitate oversight of the Litigation Management. Manage resources (Human, Financial, Equipment / Assets) in the Sub-directorate.

ENQUIRIES APPLICATIONS : Adv. LD Mkhonto Tel: (012) 337 1411/1775.

: email: Jobs-UIF8@labour.gov.za

POST 07/21 : **PRINCIPAL PERSONNEL OFFICER: HRO REF NO: HR4/4/5/17**

SALARY : R325 101 per annum

CENTRE : Provincial Office: Kwazulu-Natal

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management. One (1) to two (2) years functional experience doing the human resource management service. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public service Regulations Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer Literacy, Planning and Organizing, Supervisory, Time Management.

DUTIES : Render the recruitment and selection process. Process and approve service benefits eg. Leave, housing allowances, acting allowances, etc, Provide and monitor termination of service at the province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Mr TB Gumede Tel: (031) 366 2355

: Deputy Director: HRM, PO Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN7@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 07/22 : **INSPECTOR REF NO: HR 4/4/8/963**

SALARY : R325 101 per annum

CENTRE : Labour Centre: Kroonstad

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence, One (1) year functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures. Skills

Development Act, Labour Relations Act. Basic Conditions of Employment Act. Skills Development Levies Act, Occupational Health and Safety Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and organising (mainly for own), Computer literacy, Interpersonal Skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr. S Malope, Tel: (056) 215 1812
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs8@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 07/23 : **MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE, GRADE 1-3)-
REF NO: HR 4/4/7/61**

SALARY : Grade 1: R324 384– R382 107 per annum (OSD)
Grade 2: R396 132 – R466 623 per annum (OSD)
Grade 3: R476 367 – R610 662 per annum (OSD)

CENTRE : Provincial Office Mpumalanga
REQUIREMENTS : A 4 years' degree / 3 years' diploma in Nursing. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupational Health knowledge, Regulatory Knowledge and Implementation, DeL and Compensation Fund objectives and business functions, Nursing legislation and related legal as well ethical nursing practices, Compensation fund policies, procedures and processes, Stakeholder and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public service Act National Health Act and Health Act Skills: Post claims management and settlement, Claims handling, Claims verification and validation, Claims settlement management, Medical policy management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical systems (IT System Control Designs), Clinical risk mitigation, Clinical Coding, Quality Assurance and Improvement and Research and Benchmarking.

DUTIES : Coordinate early rehabilitation interventions according to beneficiaries needs, provide early rehabilitation intervention according to beneficiaries' needs, facilitate early to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders.

ENQUIRIES : Mr TJ Mpulwane Tel: 013 655 8700
APPLICATIONS : Deputy Director COIDA: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-NURSE@LABOUR.gov.za

POST 07/24 : **INSPECTOR REF NO: HR 4/4/8/964**

SALARY : R269 499 per annum
CENTRE : Labour Centre: Zastron
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence. Knowledge: Departmental policies and procedures. Skills

- Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES APPLICATIONS** : Mr C van Niekerk, Tel: (051) 673 1471
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs8@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 07/25** : **CLIENT SERVICE OFFICER: COID SERVICES REF NO: HR4/4/5/6**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
: Ladysmith Labour Centre
: Grade 12; no experience required. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Customer Service (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.
- DUTIES** : Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service-related queries and complaints.
- ENQUIRIES APPLICATIONS** : Ms L Radebe Tel: (036) 638 1900
: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
- POST 07/26** : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/5**
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
: Ladysmith Labour Centre
: Grade 12/Matric/National Senior Certificate. no experience required. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
- DUTIES** : Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES APPLICATIONS** : Ms L Radebe Tel No: (036) 638 1900
: Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
- POST 07/27** : **CLIENT SERVICE OFFICER: PAYMASTER (X49 POSTS)**
- SALARY CENTRE** : R269 499 per annum
: Labour Centre: Butterworth but stationed at Centane Satellite Office-Ref: HR4/4/5/01 (X1 Post)
: Labour Centre: Butterworth but stationed at Idutywa Satellite Office –Ref: HR4/4/5/02 (X1 Post)
: Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office –Ref: HR4/4/5/03 (X1 Post)
: Labour Centre: Butterworth but stationed at Tsomo Satellite Office –Ref: HR4/4/5/04 (X1 Post)

Labour Centre: Butterworth but stationed at Willowvale Satellite Office –Ref: HR4/4/ 5/05 (X1 Post)

Cradock Labour Centre-Ref No: HR4/4/5/06 (X1 Post)

Labour Centre: Cradock but stationed at Somerset East Satellite Office –Ref: HR4/4/5/07 (X1 Post)

Labour Centre: East London but stationed at EL IDZ Satellite Office –Ref: HR4/4/5/08 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office –Ref: HR4/4/5/09 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office –Ref: HR4/4/5/10 (X1 Post)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office –Ref: HR4/4/5/11 (X1 Post)

Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office –Ref: HR4/4/5/12 (X1 Post)

Graaf-Reinet Labour Centre-Ref No: HR 4/4/5/14 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office –Ref: HR4/4/5/15 (X1 Post)

Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office –Ref: HR4/4/5/16 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office –Ref: HR4/4/5/17 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office –Ref: HR4/4/5/18 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office –Ref: HR4/4/5/19 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office –Ref: HR4/4/5/20 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office –Ref: HR4/4/5/21 (X1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR4/4/5/22 (X1 Post)

Labour Centre: Kariega but stationed at Humansdop Satellite Office –Ref: HR4/4/5/23 (X1 Post)

Komani Labour Centre-Ref No: HR 4/4/5/24 (X1 Post)

Labour Centre: Komani but stationed at Cala Satellite Office –Ref: HR4/4/5/25 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office –Ref: HR4/4/5/26 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office –Ref: HR4/4/5/27 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office –Ref: HR4/4/5/28 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office –Ref: HR4/4/5/29 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office –Ref: HR4/4/5/30 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office –Ref: HR4/4/5/31 (X1 Post)

Makhanda Labour Centre-Ref No: HR 4/4/5/32 (X1 Post)

Labour Centre: Makhanda but stationed at Port Alfred Satellite Office –Ref: HR4/4/5/33 (X1 Post)

Maletswai Labour Centre-Ref No: HR 4/4/5/34 (X1 Post)

Labour Centre: Maletswai but stationed at Barkly East Satellite Office –Ref: HR4/4/5/35 (X1 Post)

Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office –Ref: HR4/4/5/36 (X1 Post)

Mdantsane Labour Centre-Ref No: HR4/4/5/37 (X1 Posts)

Labour Centre: Mdantsane but stationed at High Way Satellite Office –Ref: HR4/4/5/38 (X1 Post)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office –Ref: HR4/4/5/39 (X1 Post)

Mthatha Labour Centre-Ref No: HR4/4/5/60 (X1 Posts)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office –Ref: HR4/4/5/40 (X2 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office –Ref: HR4/4/5/41 (X1 Post)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office –Ref: HR/4/4/5/42 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office –Ref: HR/4/4/5/43 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office –Ref: HR/4/4/5/44 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office –Ref: HR/4/4/5/45 (X1 Post)
 Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office –Ref: HR/4/4/5/46 (X1 Post)
 Labour Centre: Qonce but stationed at Sutterheim Satellite Office –Ref: HR/4/4/5/47 (X1 Post)
 Labour Centre: Qonce but stationed at Peddie Satellite Office –Ref: HR/4/4/5/48 (X1 Post)

REQUIREMENTS

: Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF’s Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and on job training (operational systems).

DUTIES

: Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES

: Ms N Getyeza Tel: 047 491 0656
 Ms L Nongena Tel: 039 254 7201
 Mr T Mgudane Tel: 046 645 7700
 Ms N Mkonto Tel: 048 881 3010
 Mr S Mshumpela Tel: 049 892 2142
 Mr M Njamela Tel: 043 702 7500
 Ms W Koba Tel: 041 995 7047
 Mr L Mduduma Tel: 043 761 3151
 Ms S Zaula Tel: 047 501 5600
 Mr S Thambo Tel: 045 807 5477
 Ms N Ntlokwana Tel: 046 622 2104
 Ms N Mtwana Tel: 039 253 1996
 Ms N Mvanyashe Tel: 045 932 1077
 Mr R Mbali Tel: 051 633 2633
 Mr Mbande Tel: 043 718 8380

APPLICATIONS

: Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-ECBTW@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X 530 eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X 530 Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort 5720. Email: Jobs-ECFOB@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za
 Deputy Director: Labour Centre Operations IG Building Ensuc House NR Hill and Church Streets East London 5201. Hand deliver at IGI Building Ensuc house Corner Oxford and Hill Street Email: Jobs-ECELN@labour.gov.za
 Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Hand deliver at 15A Chase Street Email: Jobs-ECUHG@labour.gov.za
 Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane 5219. Hand deliver at no 1 Mzaule Street Mdantsane High Way Email: Jobs-ECMDS@labour.gov.za
 Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Hand deliver at ERF 106 Chatham Street Email: Jobs-ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

Deputy Director: Labour Centre Operations

FOR ATTENTION :

POST 07/28 : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/8/966**

SALARY CENTRE REQUIREMENTS :

R228 321 per annum

Provincial Office: Free State

Matriculation/ Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management. LOGIS System. Preferential Procurement Policy Framework Act. Departmental policies and procedures. Skills: Client orientation and customer focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.

DUTIES :

Provide contract and tender management support to be in line with developed relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.

ENQUIRIES APPLICATIONS :

Ms N Tokwe Tel: (051) 505 6204

Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za

FOR ATTENTION :

Sub-directorate: Human Resources Operations, Free State

POST 07/29 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE REQUIREMENTS :

R228 321 per annum

Labour Centre: Newcastle –Ref No: HR4/4/5/7(X1 Post)

Labour Centre: Dundee – Ref No: HR4/4/5/8(X1 Post)

Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.

DUTIES :

To provide technical advice on operational matters and render administrative support in the Labour Centre. To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a LABOUR Centre Daily.

ENQUIRIES APPLICATIONS :

Mr S Pillay Tel: (034) 312 3334

Ms T Khumalo, Tel: (034) 212 2421

Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Application: Jobs-KZN20@labour.gov.za

Deputy Director: Dundee Labour Centre, PO Box 445, Dundee Or hand deliver at 63 Victoria Street, Dundee. For Online Application: Jobs-KZN4@labour.gov.za

Sub-directorate: Human Resources Operations, KwaZulu-Natal

FOR ATTENTION :

POST 07/30 : **RECEPTIONIST-SWITCHBOARD OPERATOR REF NO: HR 4/4/3/1RSO/UIF**

SALARY :

R193 359 per annum

- CENTRE REQUIREMENTS** : Unemployment Insurance Fund, Pretoria
: Grade 12, No experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protection of Personal Information Act (POPIA). Skills: Negotiation. Analytical. Accuracy.
- DUTIES** : Attend to all incoming and outgoing telephone calls. Provide receptionist services. Liaise with internal and external personnel. Render administration duties.
- ENQUIRIES** : Mr CB Radebe Tel: (012) 337 1709
APPLICATIONS : email: Jobs-UIF10@labour.gov.za
NOTE : Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
Cape Town, Northern Cape, Eastern Cape, and Limpopo: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 16 March 2026, 16:00. No late application will be accepted
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.
- ERRATUM: Senior Legal Administration Officer (Mr6):** Mining Appeals – Kindly note that Senior Legal Administration Officer (MR6): Mining Appeals, Reference number: RCSM/CT01/2026 advertised in the Public Service Vacancy

Circular 05 of 2026 issued on 13 February 2026 with the closing date of 02 March 2026 is withdrawn due to publication with a wrong location

Assistant Director: Non-Special Information Specialist – Kindly note that the post of Assistant Director: Non-Spatial Information Specialist with reference number: FOM06/2026 advertised in the Public Service Vacancy Circular 06 of 2026 with the closing date of 06 March 2026 has been withdrawn.

Assistant Director: Collective Bargaining And Employee Relations – Kindly note the post of Assistant Director: Collective Bargaining and Employee Relations, Reference number: CMS12/2026 advertised in the Public Service Vacancy Circular 05 of 2026 issued on 13 February 2026 with the closing date of 02 March 2026 has been withdrawn.

OTHER POSTS

POST 07/31 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE (REF NO: CCQA05/2026)**

SALARY CENTRE REQUIREMENTS : R612 480 per annum (OSD)
: Pretoria
: A four-year Degree (NQF8) in Natural or Environmental Sciences or relevant qualification plus six years post qualification experience in the relevant field. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge PFMA, MRV Framework, UNFCCC and ETF under the Paris Agreement. Understanding of Climate Change Policies and Programmes as well as international reporting obligations and requirements. Knowledge of international reporting on climate change. Planning and organizing skills, communication skills (written and spoken); programme and project Management, listening skills, writing skills, Decision-making skills, report writing skills and computer Literacy. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyze information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations.

DUTIES : Facilitate South Africa's international obligations and reporting under the UNFCCC and Paris agreement. Facilitate the capacity building Initiative on transparency projects implementation and closure. Provide technical expertise for advancing South Africa's position on the enhanced transparency framework and monitoring reporting and verification under the UNFCCC and Paris agreement. Monitor resourcing and expenditure of all funding for the Sub-Directorate Projects

ENQUIRIES APPLICATIONS : Ms. S Motshwanedi Tel: (012) 399 9155
: CCAQ05-2026@dffe.gov.za

POST 07/32 : **ASSISTANT DIRECTOR: HOUSEHOLDS LIVELIHOODS (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT) (REF: FOM27/2026)**

SALARY CENTRE REQUIREMENTS : R582 444 annum per annum
: Pretoria
: National Diploma (NQF6) in Forestry or Natural Sciences or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA), National veld and Forest Fire Act (NVFFA) including other relevant Environmental Legislations such as NEMA, NEMBA. Knowledge of government's pro-poor policies and strategies Development and support of SMMEs. Knowledge of the legislation and policies related to Intergovernmental Relations. Knowledge of government administrative procedures (Public Service Act, Public Service Regulations, Labour Relations Act, PFMA and Treasury Regulations). Knowledge

of Forestry and Environmental Management Sector. Project and programme management. Enumeration for collection of data. Ability to work under pressure. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Communication skills (written and verbal). Ability to work individual and in team. A Valid Driving License and must be willing to travel.

DUTIES

: Coordinate the National Arbor Month Campaign and draft the Arbor month campaign concept note and collaborate with key role players to maximise impact to leverage on resources for the campaign and organise and participate in planning meetings and develop national schedule of events and Input to the design work for promotional material and Compile Arbor month information pamphlet and trees of the year. Coordinate the National Arbor City Award Competition and consult with stakeholders for inputs on Annual Arbor Campaign Action Plan and Review the Arbor City Award judging criteria and develop and ensure placement and advert for Arbor City Awards in various media platforms and receive and register the municipal entries for the Arbor City Awards and manage the adjudication process for Arbor City Awards. Coordinate the International Day of Forests (IDF) and draft the IDF concept note and collaborate with key role players to maximise impact and to leverage on resources for the campaign and organise and participate in planning meetings and provide input to the design work for promotional material and implement the action plan. Coordinate implementation of the National Greening Programme and Support regions with implementation of the National greening programme and coordinate partnerships with Municipalities, Nongovernment Organisations, Community Based Organisations and the Corporate Sector in implementing greening initiatives and develop pro forma greening plan and support municipalities develop and implement greening plans and procurement of trees and allocation to regions and coordinate the greening forum and collate tree planting statistics to report departmental and broader stakeholders initiatives and report on advocacy work done on ten million trees. Facilitate Livelihoods and household level interventions and consult internal and external stakeholders and support the implementation of livelihoods frameworks and identify new areas that require studies/ research and draft TORs for new study projects and review checklists and guidelines where necessary and monitoring and evaluation of projects, outcomes and reporting.

ENQUIRIES

: Mr M. Modise Cell No: 066 487 6949

APPLICATIONS

: FOM27-2026@dffe.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
Gauteng Province (Central Johannesburg TVET College)**

OTHER POSTS

<u>POST 07/33</u>	:	<u>EXAM OFFICER: (4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) plus benefits as provided in the public service Alexandra Ref No: CJC/ALE/007/2026 (1post) Langlaagte Ref No: CJC/LAN/008/2026 (1post) Parktown Ref No: CJC/ PT/009/ 2026, (1post) Smit Street Ref No: CJC/ SMT/010/ 026 (1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10. Recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification). 1-2 years' experience in administering examination services / teaching and learning environment / related field. Competencies and attributes: Knowledge of White Paper on PSET Act, Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers. Ensure compliant examination venues. Order and administer examination stationery and answer books. Administer receipt and distribution or submission of examination materials to marking centres and DHET. Manage and administer examination permits. Facilitate examination and Irregularity Committee for the Campus and serve as a Secretariat. Process application and issuing of certificate services. Provide administration support for the examination unit. Supervise staff. Issue results and certification. Organise and construct the filing system as required. Assist lecturers with ITS. Ensure accuracy of information capture test and year marks as well as attendance of learners. Record, organise, store and retrieve related information and documents. Perform any other duty related to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
<u>NOTE</u>	:	All applications are to be submitted via online application link to https://cjc83.ngnscan.co.za/apply . Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	13 March 2026 at 23:59
<u>POST 07/34</u>	:	<u>CAMPUS ADMINISTRATOR (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07) plus benefits as applicable to the public sector Alexandra Campus Ref No: CJC/ CAD/011/ 2026

<u>REQUIREMENTS</u>	: Langlaagte Campus Ref No: CJC/CAD/012/2026 National Senior Certificate/ Grade 12/ Standard 10 or NQF Level 4. National Diploma (NQF 6) in Office Management and Technology/ Public Management/ Business Management or relevant qualification. 3 years relevant experience in administrative environment. Computer literacy (MS Word, MS Excel and MS Power Point). Valid Driver's license. Knowledge of Office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of TVET administration. Understanding of the Higher Education sector. Understanding of corporate governance. Employment Equity Act, Public Service Regulations and Public Service Act. Labour Relations Act. Understanding cost centre budgetary, expenditure and cash flow management. Skills: reporting writing, communication and interpersonal. Client oriented. People management. Problem solving. Team leadership.
<u>DUTIES</u>	: Render administrative support services to the Campus. Draw up a campus enrolment plan for all college programs. Gather departmental information and compile report(s) for Campus management. Prepare reports, presentations and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide secretarial support services to campus management. Coordinate leave forms and submit to central office. Coordinate PMDS and IQMS and submit to central office. Follow up and resolve all Human Resource administration queries and issues emanating from campus staff. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Coordinate and submit invoices to central office for processing. Maintain proper filing system. Assist in registration of students. Store student portfolios of evidence and student records. Ensure proper administration of inventory. Scan documents of students. Capture and reconcile information for students.
<u>ENQUIRIES</u>	: Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
<u>APPLICATIONS</u>	: All applications are to be submitted via online application link to https://cjc83.ngnscan.co.za/apply .
<u>NOTE</u>	: Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	: 13 March 2026 at 23:59
<u>POST 07/35</u>	: <u>DRIVERS: (4 POSTS)</u>
<u>SALARY CENTRE</u>	: R193 359 per annum (Level 02) plus benefits as applicable I the public sector Alexandra Ref No: CJC/ALE/013/2026 Smit Ref No: CJC/SMT/014/2026 Riverlea Ref No: CJC/RIV/015/2026 Parktown Ref No: CJC/PKT/016/2026
<u>REQUIREMENTS</u>	: Grade 10 / Std 8 qualification. A valid code 08 drivers licence. 7-12 months relevant experience. Knowledge: Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle. Knowledge of storage requirement. Knowledge of messenger

services. Knowledge of routing office support i.e. registry. Knowledge of secondary function of making copies. Knowledge of procedure to operate the motor. Knowledge of procedure to obtain trip authorization. Knowledge of completion of log book of the motor vehicle. Knowledge of writing of fuel consumables. Knowledge of writing of kilometres services. Skills: Driving, reading, writing, fixing/ changing flat tyres and cleaning of vehicles.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods that you handle. Render a clerical support to the relevant office. Provide a messenger service in the relevant office. This would, inter alia, entail assisting in the registry; assist with photocopying and faxing document as well as collecting and delivering documentation and related items in the college.

ENQUIRIES : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000

APPLICATIONS : All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

NOTE : Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 13 March 2026 at 23:59

POST 07/36 : **CLEANER SUPERVISOR: (2 POSTS)**

SALARY : R193 359 per annum (Level 04) plus benefits as applicable to the public sector

CENTRE : Riverlea Campus Ref No: CJC/CS/017/2026

: Smit Street Campus Ref No: CJC/CS/018/2026

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10. 1-2 years Supervisor experience in cleaning service environment. Must have good interpersonal attributes. That is to say, the supervisor must be someone that gets along easily with people (easily approachable). Must be outstanding when it comes to organization and coordination of humans and their activities. Must display a high level of integrity due to the fact that he/she may be in a position to take care of people's personal belongings. Excellent decision-making. Must have ability and willingness to work as part of a team, most importantly, lead a team. Recruitment process for this role may include a pre-employment assessment test to screen applicants. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts. Policies and procedures. Knowledge of hygiene, requirement of storage and equipment.

DUTIES : Oversee the work activities of cleaners. Establish cleaning schedules / rosters and also assigns cleaners to different duties. Provide and allocate cleaning resources. Manage and ensure the maintenance of cleaning material and equipment. Make requisitions and issue cleaning materials. Compile and submit reports. Recommend and carry out changes in cleaning procedures. Ensure the general cleanliness of Campus facilities. Conduct meetings with cleaning Staff.

ENQUIRIES : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000

APPLICATIONS : All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

NOTE : Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 13 March 2026 at 23:59

POST 07/37 : **DATA CAPTURER: REF NO: CJC/ DAT/019/ 2026**

SALARY CENTRE REQUIREMENTS : R193 359 per annum (Level 04) plus benefits as applicable to the public sector
: Riverlea Campus
: Grade twelve (12) or NQF Level 4 qualification, Computer literacy. Knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies; good communication skills (written and verbal) good interpersonal relations, customer service. Problem solving skills. Customer service and attention to detail. All shortlisted candidate shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide administration support services. Capture and update data from available records into the required formats e.g. databases, table and spreadsheet. Validate and review data (for quality purposes) to ensure correctness, completeness and consistency. Compile spreadsheets, update routine statistics information/ reports and registers. Receive register and track records or documents submitted for further processing. Capture routine transactions on computer such as the transfer of information from manual records to electronic records. Continuous updating of information on computer for reporting purposes and retrieving information required. Make regular backups of data. Ensure records and files are properly sorted and secured. Provide information to the component.

ENQUIRIES APPLICATIONS : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
: All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

NOTE : Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you

are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 13 March 2026 at 23:59
- POST 07/38** : **HANDYMAN: (2 POSTS)**
- SALARY CENTRE** : R163 680 per annum (Level 03) plus benefits as applicable to the public sector
Ellis Park Campus Ref No: CJC/ HDM/021/ 2026 Ellis
Alexandra Campus: Ref CJC/ HDM/020/ 2026
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 and qualification in plumbing, electrical or carpentry certificate. A recognised Trade test certificate will be advantageous. 0-6 months experience in similar working environment. Skills and competencies; occupational health and safety Act, knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts. Knowledge of infrastructure policies. Knowledge of building maintenance. Knowledge building laws; safe keeping of tools, storage and equipment. Computer literacy and basic software (outlook, Excel and word). Communication skills, team participation, reliability innovative. All shortlisted candidates shall undertake a pre entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Execute minor general building and maintenance equipment, attend to minor plumbing, electrical capacity and handyman. Conduct routine weekly and monthly inspections of the building. Report unauthorized movement of equipment. Report deliberate damage to property and assets. Perform minor maintenance i.e. unblock drains, urinary and toilets. Replace taps. Conduct inspection to determine defects. Repair broken furniture. Paint buildings as per request. Ensure tools are cleaned and stored in a safe environment. Maintain main kitchen fat drain. Clean gutters. Maintain storm water channels. Report the need for major maintenance to the supervisor. Perform any other ad hock activities in relation to functions attached to this post. Repair furniture and paint buildings as per request. Ensure tools are cleaned and restored in a safe environment.
- ENQUIRIES APPLICATIONS** : Mr MB Khakhu at khakhu@cjc.edu.za Tel: (011) 351 6000
All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.
- NOTE** : Scanned Applications must consist of: - (a) a duly completed and signed on line version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 13 March 2026 at 23:59
- POST 07/39** : **CLEANERS: REF: CJC/CLE/022/2024 (6 POSTS)**
- SALARY CENTRE** : R138 486 per annum (Level 02) plus benefits as applicable to the public sector
Central Office
- REQUIREMENTS** : ABET / Standard 8/ Grade 10/. Basic literacy and numeracy skills. Experience in cleaning environment will be advantageous. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to rotate in different

- departments and sites according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of Occupational Health and Safety Act. Appropriate knowledge with the use of cleaning equipment and cleaning material. Knowledge of repetitive cleaning tasks. Knowledge of relevant facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene, Storage requirement, Good communication skills (read, speak and write). Ability to operate relevant machinery and equipment. Adhere to loyal service ethics.
- DUTIES** : Render support services to the supervisor. Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to departments. Effective Waste Management. Provision of cleaning services: Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and floors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Freshen the office areas. Clean general kitchens by Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines. Cleaning of machines (microwares, Vacuum Cleaners) and equipment after use. Request cleaning materials.
- ENQUIRIES** : Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
- APPLICATIONS** : All applications are to be submitted via online application link to <https://cjc283.ngnscan.co.za/apply>.
- NOTE** : Scanned Applications must consist of: - (a) a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 13 March 2026 at 23:59
- POST 07/40** : **GROUNDSMAN: REF: CJC/ GA/023/ 2026 (6 POSTS)**
- SALARY** : R138 486 per annum (Level 02) plus benefits as applicable to the public sector
- CENTRE** : Central Office
- REQUIREMENTS** : ABET / Standard 8/ Grade 10/. Basic literacy and numeracy skills. Experience in gardening and cleaning environment will be advantageous. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to rotate in different departments and sites according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of Occupational Health and Safety Act. Appropriate knowledge with the use of cleaning equipment and cleaning material. Knowledge of repetitive cleaning tasks. Knowledge of relevant facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene, equipment storage requirement, Good communication skills (read, speak and write). Ability to operate relevant machinery and equipment.
- DUTIES** : Perform routine activities in respect of buildings and grounds to include but are not limited to: irrigation & watering of plants/ lawn, weeding, pruning and trimming

of plants, cutting, seeding and transplanting of plants, mowing of lawns, disposing of organic waste, dig up compost, spraying; Perform general routine activities in respect of infrastructure such as maintaining road marking, painted surfaces, canals, buildings; cleaning signs and light fittings, sweeping, mixing and laying cement for walkways, driveways, unblocking of drains, empty and clean waste collection bins, cleaning and maintenance of offices, classrooms, workshops, roads, pavements and greenhouses; perform general activities: care for equipment e.g. cleaning, oiling and sharpening, loading / offloading furniture, Repair minor defects to furniture, equipment and gardening tools. Detect and report malfunctioning of gardening equipment and tools.

ENQUIRIES
APPLICATIONS

: Mr MB Khakhu at khakhum@cjc.edu.za Tel: (011) 351 6000
: All applications are to be submitted via online application link to <https://cjc83.ngnscan.co.za/apply>.

NOTE

: Scanned Applications must consist of: - (a) a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

: 13 March 2026 at 23:59

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

- APPLICATIONS** : Independent Police Investigative Directorate, National Office Private Bag X941 Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment11@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail
- FOR ATTENTION** : Ms P Mereko (Tel: 012 399 0189)
- CLOSING DATE** : 13 March 2026
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the post.

OTHER POST

- POST 07/41** : **SENIOR LABOUR RELATIONS REF NO: Q9/2026/24**
- SALARY** : R397 116.per annum (Level 8)
- CENTRE** : Pretoria (National Office)
- REQUIREMENTS** : A relevant National Diploma on NQF Level 6 as recognized by SAQA in Human Resource Management or Labour Relations. Driver's license. Three (3) to five (5) years' experience in the Labour relations environment. Knowledge

requirements: Knowledge of Labour Relation Act, Employment Equity Act and Basic Conditions of Employment Act, Disciplinary Code and Procedure and Public Service Regulations. Knowledge of Labour Relations as well Negotiations and Collective Bargaining in the Public Service Collective Bargaining issues. Conversant with Public Service Collective Bargain issues. Good knowledge of government processes and relevant legislation pertaining to Labour Relations. Knowledge of the Labour Relations Act, IPID Act, Public Service Act. Case Law. Technical Competencies: Competent in interviewing, report writing as well as verbal and written communication. Willingness to be on standby and perform overtime duties. Competent and fit to handle a firearm or willing to undergo such a test. Negotiation skills. Planning skills. Creativity.

DUTIES

: Key performance areas: Labour Relations Case Management. Handle grievances and misconduct cases. Represent the department in dispute resolution forums (e.g., CCMA, GPSSBC, PSCBC). Ensure labour peace and discipline in the department. Advise employees and management on labour relations-related matters. Labour Relations Policy Development and Implementation. Assist in the development, review, and implementation of labour relations policies and procedures. Provide guidance on compliance with labour legislation, collective agreements, and departmental policies. Training and Capacity Building. Provide labour relations training to employees, supervisors, and managers. Conduct awareness sessions on grievance procedures, disciplinary processes, and labour legislation. Collective Bargaining and Stakeholder Engagement. Coordinate Departmental Bargaining Chamber (DBC) meetings, including logistics, agenda preparation and minute-taking where applicable. Facilitate communication and consultation between labour and management structures. Promote constructive labour-management relations to support organisational stability. Administration, Reporting, and Record Management. Provide administrative support to the Labour Relations component. Maintain case management records, reports, and databases. Compile monthly, quarterly, and annual labour relations reports.

ENQUIRIES

: Dr D Ntemba (Tel: 012 399 0041)

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa.

<u>CLOSING DATE</u>	:	16 March 2026
<u>NOTE</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

<u>POST 07/42</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 2026/10/MP</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Ehlanzeni District, Mpumalanga
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Planning and organizing; Problem solving and decision making; Project management; Managing Interpersonal relationship; Communication and information Management; Developing others; Diversity management; Conflict management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. DS Nkosi Tel No: 083 299 4906
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Center, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/43** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 16/2026/WC**
 (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R896 436 - R1 055 958 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office, Western Cape
 : An NQF level 7 in Financial Management/ Financial Accounting/ Business Management/ Auditing/ Cost Accounting/ Logistics Management, Supply Chain Management as recognised by SAQA; Minimum of 3 years' experience in Supply Management environment at Management (Assistant Director level). Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Citizen focus and responsiveness; Developing others; Diversity Management; Planning and organizing; Programme and Project Management; Change and knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage and maintain the demand management planning for the procurement of goods and services; Manage the acquisition or procurement of goods and services; Management of logistics regarding stores and vendor performance; Manage assets and the disposal of assets.
- ENQUIRIES APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471
 : Please direct your applications to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, CAPE TOWN OR <https://forms.office.com/r/X2XaVPasWu>
- FOR ATTENTION** : Ms P Paraffin
- POST 07/44** : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO:08/2026/SA/WC (5 POSTS)**
- SALARY** : R630 630 – R1 450 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of The State Attorney, Cape Town
 : An LLB Degree or 4-year recognised legal qualification; At least Four (4) years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Re-Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr M Koopman Tel No: (021) 462 5471
 : Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, CAPE TOWN OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Shortlisted candidates will be required to submit a current certificate of good standing from the relevant Law Society must accompany the application form. For Attention: Ms P Paraffin
- POST 07/45** : **COURT MANAGER (X2 POSTS)**
- SALARY** : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Office: Mashishing Ref No: 2025/39/MP (X1 Post) Magistrate Office: Thulamahashe Ref No: 2026/09/MP (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma (NQF level 6)/Degree qualification as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KN Zwane: Tel No: 060 532 2006 or Ms NC Maseko: Cell 083 2849056
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 07/46</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO 33/26EC</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Port Elizabeth
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Public Administration/ Public Management/ Business Administration; A minimum of 3 years' experience at supervisory level; 2 years' experience in court service environment. Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Planning and organizing; Problem solving and decision making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Implement policies and strategies to support systems and processes in the court; Administer and provide support on the implementation of off-site storage and transcription services; Facilitate the provision of procurement of goods and services and financial administration in the court; Manage human, finance and other resources;
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 07/47</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 2026/04/MP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Mdujjana
	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills;

- Computer literacy (MS Office); Planning and organizing skills; Ability to work under pressure; Attention to detail; Problem solving skills; Customer service; Document management and filing; Numerical skills.
- DUTIES** : Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Mr LT Mndebele Tel No: 078 802 0880
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/48** : **SENIOR COURT INTERPRETER REF NO: 2026/11/MP**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Mashishing
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 with ten years practical experience in court interpreting; Proficiency in two or more indigenous languages; Proficiency in English; Valid Driver's licence; Language requirements: Sepedi, IsiZulu and Tshivenda. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Render Interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Perform specific line and Administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: 060 532 2006
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/49** : **MAINTENANCE INVESTIGATOR REF NO: 57/26EC**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Cala (Will also be responsible to work at other offices in the district as required)
- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office); Numeracy skills (Verbal and written); Ability to work with the public in a professional and empathetic manner; Explain terminology and process in simple language; Facilitation skills; Good interpersonal relations; Excellent Time management; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
- ENQUIRIES APPLICATIONS** : Mr S Nofemela Tel No: (043) 702 7000 / 7135
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/50** : **MAINTENANCE OFFICER (MR1- MR5) REF NO: 56/26EC**
- SALARY** : R252 855 – R1 111 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Dutywa and Offices within the District
: An LLB degree or a four-year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of

		all services and procedures in the area of Maintenance; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for maintenance enquiries; Guide maintenance Investigators in the performance of their functions; Implement Bench orders; Provide reports and compile statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ndamase Tel No: (043) 702 7000 / 7133
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR https://forms.office.com/r/X2XaVPasWu
<u>POST 07/51</u>	:	<u>ADMINISTRATION CLERK REF NO: 2026/05/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Middelburg
	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LT Mndebele Tel No: 078 81 030 8037
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 07/52</u>	:	<u>COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Bethal, Ref No: 2026/01/MP (X1 Post) Magistrate Office: Bethal, Ref No: 2026/03/MP (X1 Post) Magistrate Office: Mbombela; Ref No: 2026/02/MP (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in one or more indigenous languages; Proficiency in English; Bethal: Ref No: 2026/01/MP: Language Requirements: IsiZulu and SeSotho; Bethal: Ref No: 2026/03/MP Language Requirements: Isizulu and Afrikaans Mbombela: Language Requirements: IsiXhosa; SiSwati and Afrikaans. The following will serve as an added advantage: Practical experience and a valid driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. TV Mavundla Tel No: 078 802 0741
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 07/53</u>	:	<u>TELECOM OPERATOR REF NO: 2026/07/MP</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Mbombela
	:	Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical

- equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.
- DUTIES** : Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
- ENQUIRIES APPLICATIONS** : Mr. LT Mndebele Tel No: 078 802 0882
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>
- POST 07/54** : **SECURITY OFFICER REF NO: 2026/06/MP**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Middelburg
- : Grade 12; Knowledge of Physical Security procedures and processes; Safety and Security Legislative Frameworks; PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
- DUTIES** : Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
- ENQUIRIES APPLICATIONS** : Mr LT Mndebele Tel No: 078 802 0880
- : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank Centre, 4th floor building, Nelspruit 1200 OR <https://forms.office.com/r/X2XaVPasWu>

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.

<u>APPLICATIONS</u>	:	Applications can be submitted in the following ways: (1) using a link, should you submit your application and CVs to the incorrect link will be regarded as lost and will not be considered.
<u>FOR ATTENTION</u>	:	attention And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
<u>CLOSING DATE</u>	:	13 March 2026
<u>NOTE</u>	:	Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme

MANAGEMENT ECHELON

<u>POST 07/55</u>	:	<u>DIRECTOR: ACCREDITATION MANAGEMENT REF NO: NSG 01/2026</u> Job Purpose: To manage institutional and programme accreditation that supports the design and delivery of education, training, and development (ETD) solutions by the National School of Government.
<u>SALARY</u>	:	R1 266 714 per annum, all-inclusive remuneration package (Level 13)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A minimum bachelor's degree or equivalent (NQF level 7) in education or quality management. A post-graduate quality assurance/management/ curriculum design qualification will be an added advantage. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years of proven relevant experience at a middle/senior managerial level in Accreditation Management or related. Knowledge: In-depth knowledge of and experience in institutional and programme accreditation. Knowledge of decolonising, transformational and participatory pedagogies. In-depth knowledge of ETD landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act,

Public Administration Management Act, Skills Development Act, Public Finance Management Act, National Qualifications Framework, Higher Education and Training Act, and Further Education and Training Act). In-depth knowledge of professional bodies/ associations and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practices, cutting-edge quality assurance, and accreditation. Good understanding of project management cycle, methodologies and tools. Skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Digital skills to work in environments with digital systems, management and reporting tools. Good conflict management skills. Advanced computer skills. Creative and analytical skills. Competencies Must be able to provide a vision, set the direction for the organisation and inspire others to deliver on the organisational man. Must be able to plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes by generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to implement new initiatives and deliver service delivery commitments successfully. Must promote generating and sharing knowledge and learning to enhance the organisation's collective knowledge. Must be able to explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Problem solving and analysis: Must systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions promptly. Manage and encourage people, optimise their outputs, and effectively manage relationships to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas clearly and concisely appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Participate in professional development growth activities to maintain professional knowledge and stay current with quality assurance and accreditation trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Manage the entire accreditation process including gathering data, preparing documentation and coordinating site visits by accrediting agencies. Manage the standards set by the Quality Council for Trades and Occupation (QCTO) and the Council on Higher Education (CHE) for institutional accreditation (including Assessment Centres) for all qualifications, part-qualifications, and skills programmes in the Occupational Qualifications Sub-framework (OQSF). Manage the design and development of institutional accreditation processes in consultation with internal and external stakeholders. Manage the development of protocol and manual for the CHE institutional audits and reviews and advise it. Establish and manage project and reference teams to manage and sustain institutional accreditation processes. Collect and analyse NSG performance and outcomes data to demonstrate compliance with accreditation standards. Manage the specific accreditation standards and requirements for the NSG and develop new standards or update existing ones. Manage the quality of institutional submission for accreditation. Manage the design and development of programme accreditation processes in consultation with internal and external stakeholders. Manage and guide the accreditation of academic offerings in the NSG curricula and programmes, including higher education qualifications and programmes. Monitor the implementation and coordinate the RPL processes of the NSG. Develop the management protocol of the HEQC/HEQSF online registration in line with DHET PQM clearance; CHE accreditation of programmes and ensure registration of qualifications in line with SAQA and Professional or Statutory

Bodies requirements. Support the NSG learning pathways towards professionalising the public sector. Ensure acquisition of letters of support from respective Professional or Statutory Bodies in support of the institution's applications for the accreditation of programmes. Ensure compliance with professional or statutory bodies accreditation standards. Develop and implement policies related to institutional and programme accreditation for the NSG, including the Recognition of Prior Learning (RPL) policy. Develop and implement relevant institutional and programme accreditation frameworks for the NSG. Undertake annual updates to the relevant frameworks and Standard operating procedures (SOPs) to keep pace with change and new and innovative working methods. Monitor the implementation of policies and review when necessary. Provide training and education to staff on accreditation standards, processes, and requirements. Manage the database and Programme Qualifications Mix (PQM) as approved, accredited and registered, and ensure the maintenance and updating thereof. Promote stakeholders' capacity building on accreditation-related policies and guidelines from QCTO (CHE) and South African Qualifications Authority (SAQA). Serve as the primary point of contact between the NSG and accrediting agencies and communicate accreditation requirements and expectations to internal stakeholders. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Collaborate with business units and work in integrated teams to support learning outcomes for programmes, learning outcome measurement tools, and assessment instruments to measure learning objectives. Participate in relevant internal curriculum and quality assurance committee structures. Support the Quality Assurance Advisory Board, including smooth committee operations with appropriate agenda, minutes, and processing of accreditation proposals. Participate in domestic and global partnerships with HEIs and other institutions to undertake joint design and accreditation processes. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for achieving performance targets and directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the directorate and mitigation plans, including business continuity plans. Manage a team of employees expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017
APPLICATIONS : Apply Online Via This Link: [Application for employment Director: Accreditation Management REF NO: NSG 01/2026 – Fill out form](#)

OTHER POSTS

POST 07/56 : **ASSISTANT DIRECTOR: BUSINESS AND DATA INTELLIGENCE REF NO: NSG 02/2026**

SALARY : R468 459 per annum at (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification at (NQF level 6) recognised by SAQA in Statistics, Computer or Data Science, Business & Information Management or Marketing and Entrepreneurial Studies. Three to four years' experience in applying business intelligence, data analysis and statistical concepts including supervisory experience. Registration with a relevant professional association/body may be an added advantage. Knowledge: Demonstrated experience with statistical analysis packages. Knowledge and experience in using at least one statistical package (STATA/SAS) to analyse large datasets, data mining, report writing and the ability to data visualization. Theoretical and practical knowledge of the education, training, and development environment. Big data management, data analysis and modelling. Structured Query Language (SQL) to communicate with and manipulate databases. Knowledge of databases and structures, governance and meta data standards including data architecture. Good understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis.

Skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Writing skills, including report writing and submissions. Digital skills to work in digital environments. Good conflict management skills. Creative and analytical skills. Data analysis, interpretation and utilization. Capabilities; products using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources. Apply technology and innovation to enhance productivity, efficiency, responsiveness and the quality of service provided. Manage expenditure through responsible implementation of policies and SOPs to achieve efficiency and effectiveness. Achieve excellence in delivering the planned client service outcomes (i.e. service levels and standards) and monitoring the unit's service delivery to ensure the highest level of client satisfaction. Personal Attributes: maintaining professional knowledge and staying current with business solutions trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Support the implementation of business development strategies for provincial and local governments as well as provincial legislatures. Develop business cases and liaise with clients (individuals and institutions) to identify education, training and development (ETD) needs and requirements. Support the dissemination and utilisation of ETD business intelligence information among the programme managers, support and conduct targeted business development research, including design, data collection, management and analysis. Provide timely alerts on emerging trends influencing the public sector and skills requirements. Process, analyse and manage data and information relating to ETD and providers (e.g., private and public higher education institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Acquire, process, manage and analyse data from a range of sources to generate trends, patterns and reports that inform planning and decision-making. Process, analyse and manage data and information relating to ETD and providers (private and public higher education institutions, Technical and Vocational Education and Training colleges, community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Ensure relevant data is entered into the Training Management System to capture, analyse, and disseminate business and data intelligence. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to business units and stakeholders Use machine learning tools and statistical techniques to produce solutions to ETD problems. Mining large structured and unstructured datasets with different data structures. Monitor and evaluate business development interventions, especially the management of MOUs/MoAs and client support. Collect information from all clients and maintain a database to enable such information to be analysed in greater detail and format. Ensure product and service knowledge and awareness in liaison with internal business units. Support the implementation of innovative specialised programmes towards attracting new clients and building long-term relationships. Support opportunities towards increased market share in Provincial and Local Governments and Legislatures (training uptake numbers and revenue generated). Participate in networks and multi-sector relationships that serve the interests of the NSG. Cultivate strategic relationships and alliances with internal and external stakeholders. Work with internal and external stakeholders to identify opportunities for leveraging business and data intelligence to drive business solutions and product development. Participate in strategic external and internal forums including NSG-led forums. Review policies and procedures and manage implementation. Manage allocated resources (people finance, systems, assets, contracts). Implement operations management including service standards, standard operating procedures, business process management total quality management and digital transformation. Identify and manage operational risks as well as mitigation plans, including business continuity plans. Produce monthly

		and quarterly reports relating to business development and specialised programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Thabo Ngwenya Tel No: (012) 441 6108
	:	Apply Online Via This Link: Application For Employment Assistant Director: Business and Data Intelligence Ref No: NSG 02/2026 – Fill Out Form
<u>POST 07/57</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: LEARNING & PROFESSIONAL DEVELOPMENT; REF NO: NSG 03/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 8) plus competitive benefits
	:	Pretoria.
	:	A minimum National Diploma (NQF level 6) as recognized by SAQA in office administration, business administration, public management, or any relevant field. Experience: Two (2) to three (3) years relevant experience in office administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management. Public service legislation, policies, prescripts, and procedures relevant to the job. Protocol, etiquette, and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal, writing, planning, and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team. Trustworthy and honest and ability to maintain high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.
<u>DUTIES</u>	:	Administrative Services: Manage the diary of the DDG. Screen telephone calls and respond to inquiries efficiently. Provide secretariat services. Arrange meetings and events. Identify venues, invite role players, and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meetings and distribute to relevant stakeholders. Take and compile minutes during meetings. Order and maintain stationery and equipment supplies. Make travel arrangements. Branch coordination: Communicate with clients, stakeholders and service providers to enhance service delivery. Convene branch/ management/ bilateral meetings, as determined by the DDG. Coordinate effective records management within the Branch and Office of the DDG, including filing, safekeeping and archiving. Compliance and Management Reporting: Manage Branch compliance calendar, obtain inputs, collate and compile reports such as progress, monthly and management reports and do quality checks. Plan, organize and control activities pertaining to the Office and prioritised programmes of the Branch. Source information which may be of importance to the Branch or the DDG such as newspaper and internet articles, circulars, reports, Cabinet and Parliamentary related documents. Quality check all documentation received before submission to the DDG. Prepare documentation such as letters, submissions, meeting briefing notes and reports as may be required by the DDG. Budget Administration: Management of the budget of the Branch and office, assist the DDG in determining funding requirements and procurement planning, maintain records of expenditure commitments, track branch expenditure and all related financial management functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Thabo Ngwenya Tel No: (012) 441 6108
	:	Apply Online Via This Link: Application For Employment Senior Administrative Officer Ref No: NSG 03/2026) – Fill Out Form
<u>POST 07/58</u>	:	<u>TEAM ASSISTANT: OUTCOMES AND IMPACT: REF NO: NSG 04/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7) plus competitive benefits cost to company
	:	Pretoria.
	:	A recognised National Diploma/ Bachelor's degree or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Project Management, Monitoring and Evaluation. Experience: One (1) to two (2) years relevant administrative experience, preferably within a Monitoring and Evaluation (M&E) environment. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework). Microsoft Office suite, especially Word, PowerPoint and Excel.

Virtual meetings (organize, host, record, transcript). Organise virtual meetings using Zoom and/or Teams. The utilisation of any other AI tools will be an advantage, such as Microsoft Co-pilot. Knowledge of the M&E field will be an advantage. Meetings management such as scheduling, agenda setting, recording and minute taking as well as developing action plans. Ability to manage events, including venue identification, organizing accommodation, logistics, catering, transportation and cash disbursements. Document management. Protocol, etiquette and diplomacy. Batho Pele Principles. Competencies/skills Excellent oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Database skills/data management skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure.

DUTIES

: Coordinate administrative activities that support the implementation of the NSG Monitoring and Evaluation Framework, Standard Operating Procedures (SOPs) and all related policies. Schedule and organise virtual and in-person M&E engagements, including meetings, training sessions, workshops, review sessions and data-collection activities. Prepare agenda items, take minutes, maintain attendance registers and track follow-up actions for all M&E-related engagements. Maintain organised digital and physical records of projects, evaluation activities, research outputs, feedback tools and related documentation. Draft correspondence, memoranda, submissions, reports and stakeholder communications to support activities. Liaise with internal units such as ICT, Technical Support, Help Desk and other relevant stakeholders to resolve administrative challenges and system issues. Support the coordination of capacity-development initiatives linked to M&E activities, including orientation sessions, presentations, webinars and institutional engagements. Provide administrative support for the collection, organisation and management of outcomes and impact evaluation data for NSG training programmes. Support the distribution, tracking and follow-up of feedback instruments such as REQs, FFQs and other digital evaluation tools. Distributes datasets for capturing, monitor progress and maintain an up-to-date tracking sheet of captured and processed information. Assist in preparing data summaries, tables, presentation inputs and formatted evaluation reports for use by the Chief Directorate. Maintain and update databases related to evaluations, publications, knowledge-sharing events, dashboards and performance reporting. Support the collation of trends, insights and performance information for reporting to NSG management, clients and public-sector institutions. Contribute to the administration of the MyNSG platform for M&E, ensuring accurate, secure and organised data storage and retrieval. Assist in managing information flows within the Chief Directorate, including filing, document version control, repository management and compliance with records-management standards. Support the coordination and documentation of research activities, technical reports, knowledge products, dissemination events and related engagements. Maintain updated contact lists, stakeholder registers and internal information resources for use in M&E, research and outcomes/impact functions. Compile documents for presentations, briefings, knowledge sharing platforms and cross directorate engagements. Support the administrative processes for organising conferences, seminars, masterclasses and webinars linked to outcomes and impact measurement. Ensure secure storage, categorisation and indexing of datasets, evaluation reports and associated institutional knowledge. Support staff members in retrieving relevant evaluation evidence and information for monitoring, reporting and decision-making. Provide administrative and logistical support for internal and external stakeholder engagements, forums, technical working groups and collaboration activities. Assist in maintaining relationships with public-sector institutions, higher education institutions, professional bodies and other strategic partners engaged in M&E and outcomes/impact projects. Coordinate communication with stakeholders, including scheduling engagements, sharing materials, monitoring responses and tracking follow-up items. Manage the activities of the chief directorate, including scheduling appointments and ensuring proper preparation

for meetings and engagements. Coordinate documentation for budget processes, procurement planning, payments and financial administration of the Chief Directorate. Coordinate human resource administration including leave, performance management documentation, training requests and related records. Arrange domestic and international travel including approvals, itineraries, bookings and claims. Manage compliance calendars, reporting schedules and submission tracking to support effective directorate governance. Provide secretariat support for chief directorate meetings including minute-taking, recording action items and following up on implementation. Coordinate logistical arrangements for meetings, workshops and events including venue bookings, digital platforms, catering, registers and equipment.

**ENQUIRIES
APPLICATIONS**

: Ms Nthabiseng Fuma (012) 441-6011
 : Apply Online Via A Link: [Application For Employment Team Assistant: Outcomes & Impact, Ref No: NSG 04/2026\) – Fill Out Form](#)

POST 07/59

: **ADMINISTRATIVE OFFICER: ORGANISATIONAL TRANSFORMATION REF NO: NSG 05/2026**
 (Twelve Months Fixed Term Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R325 101.per annum, (Level 7)
 : Pretoria.
 : Applicants must be in possession a tertiary qualification (NQF 6) in Office Administration, Public Administration, Change Management, or equivalent qualification. Experience: One (1) to two (2) years relevant experience in administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management. Basic knowledge of finance and supply chain management. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking). Public service legislation, policies, prescripts and procedures. Office administration and secretarial support procedures. Records and documents. management. Practices. Understanding of transformation and change initiatives in the public sector. Basic financial and supply chain management processes. Batho Pele principles. Skills: Good oral and written communication skills. Good interpersonal skills. Basic project management skills. Problem-solving and analysis. Elementary research skills. Basic analytical skills. Ability to interpret policies and directives. Competencies: Plan, organise, and implement plans and policies for services and products using goal setting, objectives, and targets, as well as creating work schedules and work plans with associated budgets and resources. Apply technology and innovation to enhance productivity, efficiency, responsiveness and the quality of service provided. Monitor expenditure through responsible implementation of policies and SOPs to achieve efficiency and effectiveness. Solve problems by analysing situations and applying critical thinking to resolve issues, decide on courses of action, and implement the solutions developed to overcome difficulties and constraints. Adapt diverse cultural practices, customs, values and norms of individuals and groups to meet equity requirements and contribute to transforming the work unit and department. Manage interpersonal conflict and resolve problems practically and constructively to achieve results, solve service delivery difficulties, and gain acceptance to plans, policy implementation and proposals. Develop contacts and build and maintain a network of professional relations to keep abreast of developments in the area of work. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Schedule, coordinate meetings, draft agendas and take accurate minutes. Maintain updated records of programme activities, database and files (manual and electronic). Assist with correspondence, printing, photocopying and documentation. Maintain a tracking system for follow-up actions and deliverables. Ensure proper filing of

reports, memos, and programme documentation. Compile and coordinate logistical arrangements for workshops, outreach programs and awareness raising campaigns/interventions. Assist with communicating programme schedules to internal and external stakeholders. Track attendance, compile and facilitate participation registers. Prepare checklists/action lists for materials and venue/ programme readiness. Support with capturing action items from programme sessions and events. Contribute to the mainstreaming and management of WYPD and Change Management related programmes in line with policies, programmes, projects and activities. Maintain a consolidated reporting register for programme- related submissions. Ensure accurate data entry and storage of compliance documents and database. Contribute in preparation and formatting of internal and external reports and presentations. Archive WYPD and change management documents systematically. Retrieve information efficiently when required for audits or monitoring. Initiate requisitions and make follow ups for goods and services in accordance with SCM processes. Capture and track invoices and submit documents for payment processing. Maintain an asset register of items procured for programme delivery. Liaise with SCM and Finance units on procurement-related queries. Assist in preparing basic cost estimates and supporting documentation. Compile invitation lists and distribute communication for key events. Coordinate travel and accommodation arrangements for events and meetings. Ensure event materials/outreach interventions (reports and promotional items) are prepared. Support implementation of departmental outreach initiatives. Coordinate RSVPs and provide logistical feedback to the organising team.

**ENQUIRIES
APPLICATIONS**

: Christopher Chokwe Tel No: (012) 441 6133
 : Apply Online Via A Link: [Application For Employment Administrative Officer: Organisational Transform: Ref No: NSG 05/2026](#) – Fill out form

POST 07/60

: **ADMINISTRATOR: EXECUTIVE SUPPORT REF NO: NSG 07/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 5) plus competitive benefits cost to company.
 : Pretoria.
 : Grade 12. A tertiary qualification at (NQF level 5) in Office Administration, Business Administration, Public Administration will be an added advantage. Experience: No experience. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Writing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Basic analytical skills. Basic financial management skills. Presentation skills. Basic Numeracy skills. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures relevant to the job. Minimum Information Security Standards (MISS). Protocol, etiquette and diplomacy. Batho Pele principles. Personal attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy and Honest. Maintain very high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.

DUTIES

: Coordinate the interface between the Principal's Office in Cape Town and the Ministry. Implement the Standard Operating Procedures for the Office of the Principal. Draft reports on personnel and material movements and other operational issues. Maintain record management system of the Office of the Principal. Process requests for the procurement of goods and services for the Office. Prepare submissions and other documents for the Office of the Principal. Participate in long-range planning meetings with regard to upcoming events. Make arrangements, included but not limited to sending out invites, venue confirmations, rsvp, parking and catering arrangements. Scan and record submissions to the Director-General and the Minister. Coordinate meetings with the NSG stakeholders. Provide administrative and logistical support for Principal meetings, seminars, conferences, workshops, etc. Support the Office in the arrangement of meetings of the governance structures. Maintain concise, accurate records for the meetings. Maintain a positive image of the Directorate amongst stakeholders Develop directorate's plans for scheduled Cabinet and Parliament interface. Co-ordinate Parliamentary engagements and their working groups' activities. Coordinate the Department's reports to FOSAD Clusters, Cabinet and Parliament. Document Parliamentary questions and allocate them

to relevant Branches. Conduct preliminary research on Parliamentary questions directed to the Department. Coordinate the documentation of Parliamentary questions responses from Branches. Prepares and maintains administrative documentation with respect to Parliamentary and Cabinet events including preparation of post- events reports. Coordinate stakeholder forums and scheduling of stakeholder meetings. Draft responses to stakeholder queries and requests with required evidence for submission to Director. Follow up with stakeholders on joined programmes. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Christopher Chokwe Tel No: (012) 441 6133
: Apply Online Via A Link: [Application For Employment Administrator: Executive Support, Ref No: NSG 07/2026](#) – Fill Out Form

POST 07/61

: **DRIVER: REF NO: NSG 06/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R193 359 per annum (Level 4) plus competitive benefits cost to company
: Pretoria.
: A grade 10 qualification/ standard 8 and valid code 08 driver's license (manual transmission). A professional driving permit (PDP) will be an added advantage. Experience: 7-12 months relevant experience. Knowledge Procedures to operate the motor vehicle e.g., obtain trip authorities, complete the logbooks, obtain consumables (e.g. petrol). Basic motor vehicle functions (e.g. fixing a flat tyre, checking oil and water levels). Knowledge of the prescripts for the correct utilisation and proper maintenance of the motor vehicle. General geographic knowledge. Competencies/skills: Excellent driving skills. Good organisational and logistics skills. Interpersonal skills. Basic understanding of MS Office Suite, Outlook and internet application. Problem solving skills. Verbal and written communication skills. Telephone etiquette. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, trustworthiness and honesty. Maintain very high levels of confidentiality. Good grooming and presentation.

DUTIES

: Safely transport passengers and deliver items such as mail and documents to and from various destinations. Transport NSG employees to and from the airport and other destinations. Undertake proper pre-trip planning, including checking traffic, construction and weather conditions. Collect, distribute and control movement of internal and external mail and documents including to and from the Post Office. Conduct routine maintenance, including proper fueling, on the allocated vehicle and ensure roadworthiness. Conduct pre and post inspection to the allocated vehicle. Report any identified defects to the Transport Officer immediately. Obtain relevant approval before undertaking official trips. Complete all the required and prescribed records and logbooks regarding the vehicle and the documents handled. Maintain accurate mileage and repair records, including month-end reconciliations. Assist with loading and offloading of goods when needed. Photocopying services. Provide messenger services in the collection and delivery of documentation in the Department. Ensure the rerouting of traffic fines and follow-ups. Undertake registry functions when required. Filing of transport related documents.

**ENQUIRIES
APPLICATIONS**

: Ms Nthabiseng Fuma, 012 441-6011
: Apply Online Via A Link: [Application for employment Driver: Ref No: NSG 06/2026](#) – fill out form

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Mpumalanga Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200
- CLOSING DATE** : 13 March 2026
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the

application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

- POST 07/62** : **CHIEF REGISTRAR REF NO: 2025/415/OCJ**
- SALARY** : R586 956 – R1 386 972 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation Determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein
 Applicants should be in possession of an LLB degree, or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post graduate experience gained as a Registrar. Proven managerial/supervisory experience and a valid driver's license. An LLM degree will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Report writing skills. Excellent communication skills (written and verbal). Numerical skills. Technical expertise. Computer Literacy (MS Office). Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Initiative. Leadership. Professional appearance and conduct.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compiling of training manuals and providing of training to Registrars and Clerks. Stakeholder Management. Support Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage staff and all HR related processes.
- ENQUIRIES** : Technical Related Enquiries: Mr. M. Ndlovane Tel No: (010) 493 2500
 HR Related Enquiries Ms N. de la Rey Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email to 2025/415/OCJ@judiciary.org.za
- NOTE** : The organisation will give preference to candidates in line with the Employment Equity goals.
- POST 07/63** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO 2025/416/OCJ**
 (24 Months Contract)
- SALARY** : R468 459 – R551 823.per annum plus 37% in lieu of benefits (Level 09). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand : Applicants should be in possession of a National Diploma in Management Services/ Operations Management/ Production Management/ relevant equivalent qualification at (NQF 6). A minimum of three (3) years' experience in Organisational Development environment of which one (1) year should be on a supervisory level and a valid Driver's License. Job Evaluation certificate. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Knowledge and Skills: Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours, Facilitate the development of policies. ability to work individually, in a team and under extreme pressure.
<u>DUTIES</u>	: Develop/ review and maintain sound and effective organisational structures in line with the strategic objectives. Conduct work study investigation. Conduct functional analysis and develop post establishment structure. Cost structure in line with MTEF. Compile work study report with relevant recommendations. Ensure development and review of job descriptions for all posts in the department. Benchmark and verify job descriptions with relevant clients, Manage signing-off of JDs with relevant clients. Conduct job evaluation process. Present results to the JE panel. Provide secretariat support services to the Job Evaluation Panel Committee. Contribute towards the development and review organisational development policies in line with legislative frameworks. Conduct research on the latest trends within the ambit of OD. Implement of the organisational development policies. Supervise and develop staff. Conduct organisational functionality assessment. Render business process mapping. Provide support in the development of standard operating procedures. Facilitate and implement change management strategies. Conduct analysis on the need for change management. Draft report on progress of the change management initiatives Conduct change management interventions in line with OD investigations. Coordinate management workshops for all affected stakeholders.
<u>ENQUIRIES</u>	: Technical related enquiries: Mr. E Motsuenyane, Tel No: (010) 493 2500 : HR Related enquiries: Mr A Khadambi, Tel No: (010) 493 2500
<u>APPLICATIONS NOTE</u>	: Applications can be sent via email to: 2025/416/OCJ@judiciary.org.za : OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 07/64</u>	: <u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO 2025/417/OCJ</u> (24 Months Contract)
<u>SALARY</u>	: R397 116 – R467 790.per annum plus 37% in lieu of benefits (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand : Applicants should be in possession of National Diploma in Management Services/ Operations Management/ Production Management/relevant equivalent qualification at (NQF 6). A minimum of two (2) years' experience in Organisational Development environment and a valid Driver's License. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements Knowledge and Skills: Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Good Communication skills (written and verbal). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours, gather and analyse information to facilitate the development of policies. ability to work individually, in a team and under extreme pressure.
<u>DUTIES</u>	: Conduct work study investigations within the OCJ. Conduct functional analysis and develop post establishment structure. Cost structure in line with MTEF. Compile work study report with relevant recommendations. Develop/ review job descriptions for all posts in the department. Advise managers on the

development and review of job descriptions. Align job purpose and KPA's with the business plans. Maintain job description database and provide report when required. Conduct research/ benchmark on the latest trends within the ambit of OD. Facilitate the signing-off of the job description. Conduct job evaluation processes. Conduct JE investigation and provide grading reports. Present results to the JE panel. Provide secretariat support services to the Job Evaluation Panel Committee. Render business process mapping. Provide support in the development of standard operating procedures. Provide support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders.

ENQUIRIES : Technical related enquiries: Mr. E Motsuenyane, Tel No: (010) 493 2500
APPLICATIONS : HR Related enquiries: Mr A Khadambi, Tel No: (010) 493 2527
NOTE : Applications can be sent via email to: 2025/417/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 07/65 : **SENIOR COURT INTERPRETER REF NO: 2025/418/OCJ**

SALARY : R325 101 – R382 959.per annum (Level 07). Successful candidates will be required to sign a performance agreement.

CENTRE : Mbombela High Court

REQUIREMENTS : Applicants should be in possession of a 3-year National Diploma in Legal interpreting or relevant equivalent qualification at NQF Level 6 (360 credits) as recognised by SAQA. A minimum of one (1) year practical experience in court Interpreting. Proficiency in English and two or more indigenous language (Siswati, Xitsonga, Zulu and Sepedi). Proficiency in Afrikaans will be an added advantage, a valid driver's license. Candidates will be required to undergo an oral written language proficiency test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Knowledge and Skills: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work under pressure and solve problems, Accuracy and attention to detail, customer service. Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.

ENQUIRIES : Technical Related Enquiries: Ms E Smith, Tel No: (013) 758 0000
 HR Related Enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can sent be via email to: 2025/418/OCJ@judiciary.org.za
NOTE : The organization will give preference to candidates in line with the Employment Equity goals.

POST 07/66 : **SECRETARY, REF NO: 2025/419/OCJ**

SALARY : R228 321 – R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of a grade 12 certificate (NQF level 4). No experience required. Secretarial Certificate will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Knowledge and Skills: Knowledge of the Public Service Act and Regulations as well as the relevant public service prescripts. Knowledge and understanding of the legislative framework governing public service. Basic Departmental policies and procedures. Batho Pele principles. Communication (oral and written) skills. Computer literacy (Ms Office). Problem solving skills. Good Interpersonal relations. Planning and organising. Intermediate typing skills. Creative and analytical thinking. Customer service orientation. Telephone etiquette

DUTIES : Provide a secretarial/receptionist support service to the office of the DCO. Provide a clerical and administration support service to the DCO. Provide support to manager regarding meetings. Remain up to date with regard to prescripts/policies and procedures applicable to the work environment to ensure efficient and effective support to the Office of the DCO. Administer an online and

physical diary of the DCO. Manage information and data on behalf of the DCO. Draft coherent submission executive report, memorandums and letters, type and edit correspondence, accompany/attend meetings with DCO and compile minutes and reports.

ENQUIRIES

: Technical enquiries: Ms RS Ledwaba Tel No: (013) 758 0000

HR related enquiries: Mr SJ Zwane/ MV Maeko Tel No: (013) 758 0000

APPLICATIONS

: Applications can be sent via email at 2025/419/OCJ@judiciary.org.za

NOTE

: The organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- CLOSING DATE** : 13 March 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 07/67** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS: BILATERAL AND MULTILATERAL AGREEMENTS REF NO: DD IR B&MA**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related as recognised by SAQA. 3 years relevant experience in International Relations / Intergovernmental Relations / International Market Access Support at a supervisory / managerial (ASD) level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Implement the Department of Small Business Development's international relations strategy and policy framework. Coordinate bilateral and multilateral agreement processes, inclusive of but not limited to: identifying opportunities for MSMEs and Co-operatives in bilateral and multilateral agreements, coordinating DSBD's bilateral and multilateral agreement negotiations aimed at supporting MSMEs and Co-operatives development, coordinating the implementation of DSBD bilateral and multilateral agreements etc. Engage with High Commission, Embassies, foreign missions and international organisations to identify areas of collaboration to the DSBD mandate, facilitate stakeholder engagement sessions to establish partnerships and oversee implementation of MOU's and agreements. Manage the operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations / Facilitate / Conduct formal presentations.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: DD IRB&MA"
- POST 07/68** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: ASD IA**
- SALARY** : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF 7) in Auditing / Accounting or equivalent / related as recognised by SAQA. Minimum of 3 years' experience in auditing. Post graduate degree in auditing, accounting, IT Auditing and experience in auditing financial statements or IT Auditing will be an added advantage. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Problem-solving, Attention to detail, Planning and Organising skills and Report writing and analytical skills.
- DUTIES** : Supervise and participate in the development of strategic internal audit plans inclusive but not limited to (identify the key risk areas for institution as set out in the strategic plan & risk management strategy, Participate in the development of the three year strategic risk based audit plans and annual audit operational plan) Supervise and execute engagements to assist the accounting officer in maintaining efficient and effective controls by developing proposal to determine the scope of allocated internal audits, collecting analysing and interpreting data for purposes of the development of the engagement work program, Supervising and executing the allocated internal audits. Participate in the administrative activities for the Internal Audit Unit. Review, collect information and compile audit reports, summary of audits results and annual reports for the accounting officer and audit committee. Keep abreast with the new developments in the internal audit environment. This would, inter alia entail the following: Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously and engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise, advice and lead supervisees in all aspects of the work. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: ASD IA"

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. E-mail applications must be sent to the following email address: Director: Financial Compliance and IT Audit- e-recruit.DFCIA2A@dsd.gov.za; Personal Aide- e-recruit.PA1@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 13 March 2026
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants applying for SMS posts will, following the interview and technical exercise, be recommended by the selection panel to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.
- ERRATUM:** Kindly note that the post of Director-General in the Department of Social Development that was advertised in the Public Service Vacancy Circular No. 03 of 2026 dated 30 January 2026 with Ref no: A1/2026 has been withdrawn.

MANAGEMENT ECHELON

- POST 07/69** : **DIRECTOR: FINANCIAL, COMPLIANCE AND IT AUDITS REF NO: C1/A/2026**
Chief Directive: Internal Audit Services

SALARY : R1 266 714.per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE REQUIREMENTS : HSRC Building, Pretoria
: An appropriate NQF level 7 qualification in Auditing/ Internal Audit and/or Information Technology as recognised by SAQA PLUS 5 years' experience at middle/ senior management in the relevant field. The Certified information Systems Auditor (ICISA) certification. Knowledge and understanding of IT platforms, processes, systems, and controls, including network security, logical access, change management controls at an infrastructure and application level, databases, and systems maintenance. Knowledge and understanding of IT and information security management frameworks and standards such as ISO, SANS, COBIT, ITIL, and regulations such as SOX, PCI Compliance, etc. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge and understanding of the Public Service Act and Regulation. Knowledge and understanding of the standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding legal compliance, good governance and financial management. Knowledge of corporate governance. Knowledge and understanding of General Acceptance Accounting Practice (GAAP). Knowledge and understanding of International Financial Reporting Standards (FRS) Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES : Key Responsibilities: Develop and implement internal audit policies, strategies, methodologies and procedures in line with the Institute of Internal Auditors (IIA) and relevant public service legislations. Manage the provision of the IT and Financial audits in accordance with IIA standards, professional ethics and relevant regulatory frameworks to ensure the attainment of the overall strategic objectives. Manage the delivery of quality audit reports. Provide technical support to the Audit Committee to enable the Committee to meet its objectives. Manage the assessment on the implementation of audit recommendations and the impact of the corrective actions taken by management on the deficiencies identified by the audits. Manage and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.

ENQUIRIES : Ms M Manyoga, Tel: (012) 312-7316/ 7085

NOTE : In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 07/70 : **PERSONAL AIDE REF NO: C1/B/2026**
Chief Directorate: Community Mobilisation and Empowerment

SALARY : R228 321.per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate NQF level 5 qualification as recognised by SAQA in Office Management/ Administration. 1-2 years' experience in providing professional guide and assistive services to persons with disability. Knowledge and understanding of the relevant Public Service Regulations. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Employment Equity Act. Knowledge and understanding of Reasonable Accommodation policy and other Disability Mainstreaming Protocols/ procedures. Knowledge and understanding of sign language. Knowledge and

understanding of Records Management. Knowledge and understanding of systems and software's (e.g. Daisy, Jaws and DBT). Knowledge and understanding of disability etiquette. Competencies needed: Financial planning. Problem solving. Communication (written and verbal). Computer literacy. Planning and organizing skills. Analytical skills. Coordination. Interpersonal skills. Customer care. Report writing. Orientation and mobility. Ability to read and understand braille or sign language. Ability to use Jaws software and zoom text. Attributes: Ability to work independently and as part of team. Ability to work under pressure. Ability to communicate at all levels. Ability to manage time. Assertiveness. Integrity. Emotional intelligence. Initiative. Confidentiality. Honesty. Adaptive. Good interpersonal relations. Accuracy and thorough commitment.

DUTIES

: Key Responsibilities: Render personal assistance support functions. Render administrative support functions. Provide record management services, type documents and track progress. Assist on issues of finance and Supply Chain Matters.

ENQUIRIES

: Ms L Maredi, Tel: (012) 312-7879

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 13 March 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

MANAGEMENT ECHELON

- POST 07/71** : **CHIEF DIRECTOR: TOURISM SECTOR HUMAN RESOURCE DEVELOPMENT (DT12/2026)**
The purpose of this role is to facilitate efficient management and implementation of Tourism sector demand-led skills development initiatives.
- SALARY** : R1 494 900 per annum (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund, and a flexible portion that may be structured.)
- CENTRE REQUIREMENTS** : Pretoria
A minimum SAQA recognised qualification at NQF level 7 plus proven strategic management and leadership skills. A minimum of 5 years' experience in a Senior Management position. Essential Skills and Knowledge: Thorough understanding of stakeholder management dynamics within the tourism industry at all levels. Knowledge and understanding of the tourism sector, Human resource

development, Community facilitation, Skills development Act, Tourism Act, Public service and departmental procedures and prescripts related to HRD, Programme and project management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, and Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES

: Reporting to the Deputy Director-General: Tourism Sector Support Services, the successful candidate will also manage the following Directorates: Tourism Sector HRD and Governance, Programme Planning and Implementation. The Chief Director will be responsible for providing strategic leadership and direction, ensuring alignment with departmental objectives. Key functions include: Coordinate efficient management of tourism sector HRD governance, provide efficient and effective planning and implementation of Tourism Sector HRD, initiatives, coordinate and manage the execution of the tourism sector human resource development, manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills development and formulate and manage the components resources against its strategic objectives.

**ENQUIRIES
APPLICATIONS
NOTE**

: Mr T Koena Tel No: (012) 444 6154
 : Recruitment1226@tourism.gov.za
 : EE Note: African and Coloured females as well as People living with disabilities are encouraged to apply.

POST 07/72

: **DIRECTOR: ENTERPRISE DEVELOPMENT (DT13/2026)**
 The purpose of this role is to provide practical and meaningful sector support, including development and resourcing of the enterprises within the tourism sector.

SALARY

: R1 266 714 per annum (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund, and a flexible portion that may be structured.)

**CENTRE
REQUIREMENTS**

: Pretoria
 : A minimum SAQA recognised qualification at NQF level 7 in Tourism Development/ Tourism Management/Tourism Development/ Economics/Financial Management/ Public Administration/ Public Management or an equivalent qualification. A minimum of 5 years' experience in an appropriate field at a Middle/Senior Management position. Essential Skills and Knowledge: Thorough knowledge of the Micro, Small and Medium Enterprises (MSMEs) development environment and awareness of the development finance environment. Knowledge of Tourism policies and procedures. Contract Management, Strategic Planning, Monitoring and Evaluation, Stakeholder Management, Project Management, People management and Financial management, Sound organisation and planning skills, Facilitation and Communication skills, Change management, Client orientation and customer focus, Writing Skills, and problem solving and analysis, Policy formulation, analysis and implementation. Knowledge of the Public Finance Management Act and Treasury Regulations, and Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES

: Reporting to the Chief Director: Enterprise Development and Transformation, the successful candidate will be responsible for providing strategic leadership and direction, ensuring alignment with departmental objectives. Key functions include: Manage the continuous development of the information portal,

coordinate on line training programmes and the call centre services of the Enterprise Development programmes: Source new content and manage the update of the information portal, Negotiate partnerships with third party for the growth and improvement of the portal, Upload business management training programmes into the portal, Manage the call centre policy for enterprise development programme, Monitor and analyse the portal usage. Facilitate tourism market access training and coordinate market opportunities for emerging enterprises: Identify market access exposure and training opportunities, Coordinate market opportunities for emerging enterprises, Facilitate partnership between enterprises and trade opportunities, Monitor project implementation and evaluate impact. Manage the development and support of tourism enterprises, including MSMEs: Facilitate empowerment and provide technical support to tourism entrepreneurs and enterprises, Identify tourism hubs and provide MSME opportunity analysis, Coordinate selection of enterprises for incubation, and Develop a growth plan for enterprises to be supported through the incubation. Lead the identification and design of technical, financial, and incentive instruments for MSMEs support and development: Facilitate empowerment and provision of technical support to tourism entrepreneurs and enterprises, Design and develop financial instruments for MSME support, Develop instruments for technical and equipment support for MSME, Develop capital incentive instruments for MSMEs, Roll out approved incentives and instruments for the benefit of MSMEs. Facilitate the implementation of sector support resource: Develop and roll out a national awareness campaign on the Enterprise Development Programme, Develop implementation plans for MoUs with external partners, Implement joint programmes with partners, Initiate resource sharing and mobilisation programmes with external partners. Manage the component resources against its strategic objectives.

ENQUIRIES
APPLICATIONS
NOTE

- : Mr T Koena Tel No: (012) 444 6154
- : Recruitment1326@tourism.gov.za
- : EE Note: African and Coloured females as well as People living with disabilities are encouraged to apply.

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 16 March 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 07/73** : **DEPUTY DIRECTOR: LEGAL INTERNATIONAL TRADE AND INVESTMENT (TRADE-083)**
Overview: To provide legal advice on complex international trade and investment negotiations, and on obligations and rights arising from international agreements.
- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 in Law and Admitted Attorney or Advocate. 3-5 years' managerial experience in legal/ research/ international trade environment in both public and private sector. Key Requirements: Proven experience providing legal advice on international trade and investment agreements and negotiations. Experience drafting and legally vetting negotiating positions, legal texts and treaty provisions. Experience leading or participating in negotiating teams in bilateral, plurilateral and multilateral forums (WTO, AfCFTA, EU, EPA, UK EPA, etc.), Strong research and analytical skills, including ability to conduct statistical and legal research to support negotiations. Experience preparing technical reports, policy briefs, legal opinions and speaking notes for senior management and stakeholders. Experience coordinating dispute initiation and defence processes (WTO or regional agreements) and drafting statements of claim or defence. Stakeholder liaison experience with internal branches, State Law Advisors, external counsel and international partners. Project and case management experience, including managing multiple files, meeting deadlines and quality standards. Supervisory experience including staff development, performance management and collating inputs for business plans and reports. Experience monitoring financial resources and reporting on financial and

DUTIES

: operational risks for a unit (programme-level budgets). Excellent written and verbal communication skills and negotiation skills; proficiency in Microsoft Office.
: Prepare country and customs union negotiating positions on international trade and investment issues: Contribute to the development and execution of legal aspects of South Africa's trade and investment agreement negotiations. Manage technical legal work for multilateral, regional and bilateral negotiations (e.g., WTO, SADC, AfCFTA, Tripartite, EU, EPA, UK EPA). Prepare reports, technical notes, analytical assessments, recommendations and briefings on legal aspects in negotiations. Legally vet positions and formulate or contribute to the formulation of legal text that reflects negotiation outcomes. Lead or support negotiating teams and provide persuasive legal arguments and analysis. Provide legal analysis and opinions on various international trade and investment issues: Advise on South Africa's obligations and rights under international agreements and analyse complex technical information. Conduct research and provide legal inputs, including statistical research to support negotiations and policy making. Prepare reports, papers, briefings and speaking notes for senior management and respond to ad-hoc legal enquiries. Coordinate inputs in the initiation and defence of disputes in the WTO and in terms of SA's regional trade and investment agreements: Act as contact point for coordination of disputes and provide logistical and technical assistance to line-function departments. Support management of legal processes in conjunction with external counsel where required and draft statements of claim or defence. Provide legal advice to the various Branches within the dtic on international trade and investment and input on review of legislation: Provide general legal advice on operational issues arising in trade and investment agreements and support ratification and liaison with State Law Advisors. Provide input to the review or amendment of existing legislation related to trade and investment. Sub-directorate management: Manage collation of inputs into quarterly and annual reports, business plans and targets. Monitor financial resources and assets of the unit (budget input ±R3 million) and manage human resources of the sub-directorate. Manage reporting on financial and operational risk and ensure performance management processes are completed within prescribed timeframes.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103

NOTE

: In terms of the dtic's EE requirements, preference will be given to Coloured female, Coloured male, White male and persons with disabilities.

POST 07/74

: **ASSISTANT DIRECTOR: PLASTICS (IC&G-081)**

Overview: To provide technical and administrative support in developing and advising on Plastics sector processes, policies and programmes.

SALARY

: R582 444 per annum, (level 10)

CENTRE

: Sunnyside, Pretoria

REQUIREMENTS

: A qualification at NQF level 7 in Chemistry/ Commerce or relevant qualification. 3-5 years' experience Plastics Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review plastics baseline document. Conduct a survey on plastics industrial development and plastics Industry competitiveness development. Conduct plastics industrial sector economic analysis of industrial viability and provide draft recommendations. Compile and maintain the electronic database for the Plastics industry analysis reports. Collate and analyze standardized data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors within the Plastics sector. Conduct analysis and provide draft recommendations. Conduct research on issues related to competitiveness and development of sub-sectors and the localisation of sectors. Provide technical inputs into developing, reviewing and implementing Plastics policies and strategies. Coordinate and participate in the workshops which identifies the value of chain and action plans for the Plastics sector. Record and produce a summary report and minutes on the workshop discussions. Develop and maintain partnership with all the dtic staff and Plastics sector. Provide an update on the industry development and competitiveness of this sector. Provide effective communication regarding outputs and activities of the stakeholders. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Plastics sector

initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Plastics Industry. Review and compile a report on economic statistics in Plastics sector every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs.

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
 : In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

POST 07/75

: **ASSISTANT DIRECTOR: METALS 1(FERROUS) (IDD/ METALS 1-113)**
 Overview: To provide technical and administrative support in developing and advising on Metals 1 (Ferrous) processes, policies and programmes.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (level 10)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 as recognised by the SAQA in Economics/ Commerce or relevant qualification. 3-5 years' experience in Metals industry environment in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review Metals 1 (Ferrous) baseline document. Conduct a survey on Metals 1 (Ferrous) development and Metals 1 (Ferrous) Industry competitiveness development. Conduct Metals 1 (Ferrous) industrial sector economic analysis of industrial viability and provide draft recommendations. Compile and maintain the electronic database for the Metals 1 (Ferrous) industry analysis reports. Collate and analyze standardized industry data performance on the sector and produce reports 1.6 Conduct research on issues related to competitiveness and development of sub-sectors within the Metals 1 (Ferrous) sector. Conduct analysis and provide draft recommendations. Provide inputs in research work conducted by external service providers. Provide technical inputs into developing, reviewing and implementing Metals 1 (Ferrous) policies and strategies. Coordinate and participate in the workshops which identifies the value of chain and action plans for the Metals 1 (Ferrous) sector. Record and produce a summary report and minutes on the workshop discussions. Provide technical inputs in the implementation of policies and strategies. Develop and maintain partnership with all the dtic staff and Metals 1 (Ferrous) sector. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Metals 1 (Ferrous). Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Metals 1 (Ferrous). Review and compile a report on economic statistics in the Metals 1 (Ferrous) every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs.

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
 : In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

POST 07/76

: **ASSISTANT DIRECTOR: CLOTHING AND TEXTILES (IC&G-022)**
 Overview: To provide technical and administrative support in developing and advising on Clothing & Textiles processes, policies and programmes

**SALARY
CENTRE
REQUIREMENTS**

: R582 444per annum (level 10)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 as recognised by the SAQA in Economics/ Commerce or relevant qualification. 3-5 years' experience in Clothing and Textile Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review Clothing & Textiles baseline document. Conduct a survey on Clothing & Textiles development and Clothing & Textiles Industry competitiveness development. Conduct Clothing & Textiles industrial sector economic analysis of industrial viability and provide draft recommendations. Compile and maintain the electronic database for the Clothing & Textiles industry analysis reports. Collate

and analyze standardized data performance and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors within the Clothing & Textiles sector. Conduct analysis and provide draft recommendations. Provide inputs in research work conducted by external service providers. Provide technical inputs into developing, reviewing and implementing Industrial Waste Water Treatment policies and strategies. Coordinate and participate in the workshops that identify the value of chain and action plans for the Clothing & Textiles sector. Record and produce a summary report and Minutes on the workshop discussions. Develop and maintain partnership with all the dtic staff and Clothing & Textiles sector. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Clothing & Textiles sector initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Clothing & Textiles Industry. Review and compile a report on economic statistics in Clothing & Textiles every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs.

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103
 : In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities

POST 07/77

: **ASSISTANT DIRECTOR: CHEMICALS (IC&G 073)**
 Overview: To provide technical and administrative support in developing and advising on Chemicals sector processes, policies and programmes.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (level 10)
 : Sunnyside, Pretoria
 : A qualification at NQF level 7 in Chemistry/ Commerce or relevant qualification
 3-5 years' experience Chemicals Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review Chemicals baseline document. Provide a scope of what Chemicals should be. Conduct a survey on Chemicals industrial development and competitiveness development. Conduct Chemicals industrial sector economic analysis of industrial viability and provide draft recommendations. Provide technical inputs into the dtic's industrial Waste Management and recycling positions, industry developments initiatives (manufacturing initiatives) and industrial efficiency initiatives. Compile and maintain the electronic database for the Chemical industry sectoral stakeholders and manufacturers. Collate and analyze standardized industry data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors and the localisation of sectors. Provide technical inputs into developing, reviewing and implementing Industrial Chemicals policies and strategies. Coordinate and participate in the workshops which identify the value of chain and action plans for chemicals sector's procurement. Record and produce a summary report on the workshop discussions. Develop and maintain partnership with all the dtic staff and Chemicals sector. Provide an update on the industry development and competitiveness of this sector. Provide effective communication regarding outputs and activities of the external Stakeholders. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Chemicals sector initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Chemicals Industry. Review and compile a report on economic statistics in chemical sector every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs. Ensure the submission of quarterly reports are compiled

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103.
 : In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

POST 07/78

: **ASSISTANT DIRECTOR: AGRO-PROCESSING 1 (IC&G-100 & IC&G-099)**
Overview: To provide input in developing and advising on Agro-Processing 1 sector (beverages, fresh fruits, canned fruits, organics and nuts) processes, policies and programmes.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (level 10)
: Sunnyside, Pretoria
: A qualification at NQF level 7 in Chemistry/ Commerce or relevant qualification. 3-5 years' experience in Agro-Processing Industry in public or private sector. Key Requirements: Experience in conducting research and analysis. Experience in participating in the development and review of policies and strategies. Experience in coordinating partnerships and networking with stakeholders. Computer literacy.

DUTIES

: Develop and review Agro-Processing 2 sector baseline document. Provide a scope of what Agro-Processing 2 sector should be. Conduct a survey on Agro-Processing 2 sector industrial development and competitiveness development. Conduct Agro-Processing 2 sector industrial sector economic analysis of industrial viability and provide draft recommendations. Provide technical inputs into the dtic's Agro-Processing 2 sector developments initiatives (manufacturing initiatives) and industrial efficiency initiatives. Compile and maintain the electronic database for the Agro-Processing 2 sector stakeholders and manufacturers. Collate and analyze standardized industry data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development of sub-sectors and the localisation of sectors. Provide technical inputs into developing, reviewing and implementing Industrial Agro-Processing 2 sector policies and strategies. Coordinate and participate in the workshops which identify the value of chain and action plans for the Agro-Processing 2 sector's procurement. Record and produce a summary report on the workshop discussions. Develop and maintain partnership with all the dtic staff and Industrial Agro-Processing 2 competitiveness of this sector. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Create and maintain a database of key stakeholders. Handle all enquiries and requests regarding Agro-Processing Industry initiatives. Compile progress reports on the projects as per request. Establish and maintain an electronic database for the Agro-Processing Industry. Review and compile a report on economic statistics every quarter. Provide inputs into the strategic direction of the unit. Participate in the implementation of agreed projects and programs. Ensure the submission of quarterly reports are compiled.

**ENQUIRIES
NOTE**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103.
: In terms of the dtic's EE requirements, preference will be given to Coloured, Indian and White males and persons with disabilities.

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	13 March 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 07/79</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 130326/01</u> (Re-advertisement, applicants who have previously applied may re-apply) Branch: Corporate Support Services Cd: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14) (All-inclusive salary package) Pretoria (Head Office) An Undergraduate qualification in Human Resource Management or related field at (NQF level 7) as recognized by SAQA. Five years of experience at senior managerial level in a Human Resource value chain. Extensive work experience in a complete range of Human Resources functions and environment (Human Resource Planning and Recruitment, Employee Relations, Human Resource Performance and Development, Human Resource Administration and Employee Health Wellness at Senior Management Level) and all regulatory frameworks and HR prescripts. Understanding of strategic capability and leadership. Knowledge of programme and project management. Understanding finance, change and knowledge management principles. Planning and organizing skills. Service delivery and innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Lead the management of the provision of human resource administration services. Oversee the accurate and timely management of HR records payroll administration, benefits management and compliance with labour regulations. Oversee the planning and talent management of the workforce. Lead the development and execution of workforce planning strategies to ensure the

organization attracts, develops, and retains top talent. Lead the provision of employee health and wellness programmes. Monitor the effectiveness of wellness programmes and make recommendations for continuous improvement. Oversee the rendering of employee relations services. Lead the resolution of employee conflicts, grievances, and disciplinary issues in accordance with organizational policies and legal requirements. Lead the management of human resource development and professional capacity. Oversee the identification of skill gaps and the creation of targeted development plans to build the workforce's professional capacity. Lead and oversee the Learning Academy in the department by ensuring the execution of proper training and skills development. Promote and implement the framework on professionalization in the public sector. Management of human and financial resources in the chief directorate.

ENQUIRIES : Ms N Fundakubi, Tel No: (012) 336 8197
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/80 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: 130326/02**
 Branch: Water And Sanitation Services Management Ec Cd: Provincial Operations Eastern Cape

SALARY : R1 494 900 per annum (Level 14) (All-inclusive salary package)
CENTRE : King William's Town
REQUIREMENTS : A Bachelor's degree in Natural Sciences or Environmental / Agriculture / Engineering / Economic Science or Hydrology at NQF 7. An NQF 8 qualification in Natural or Social Science / Scientific Environment / Financial Management or equivalent will be an added advantage. Eight (8) to ten (10) years' experience in Water and Sanitation and related environment of which five (5) years must be on a Senior Management level. The disclosure of a valid unexpired driver's license. Understanding of Water and Sanitation Engineering and river systems (dams, rivers, pumps). Understanding of practical engineering principles. Knowledge of project and programme management. Knowledge of Human Resources Management. Knowledge of industrial relations. Understanding of procurement. Knowledge of National Water Act and Water Services Act of 1998 and related legislation. Understanding of policy and strategy development.

DUTIES : Ensure that basic water and sanitation service delivery are met within the province. Manage sector collaboration and intergovernmental relations. Lead, direct and manage the Provincial Offices. Provision of support to the DDG's, DG, Deputy Minister and Minister. Manage special programmes and institutional development. Effective Human Resources Management.

ENQUIRIES : Ms G Matshego, Tel No: (012) 336 7858
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/81 : **DIRECTOR: WATER INFORMATION INTEGRATION REF NO: 130326/03**
 Branch: Water Resources Management, Cd: National Water Resource Information Management

SALARY : R1 266 714 per annum (Level 13) (All-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor's degree at NQF level 7 in Science or Engineering. A master's degree and Professional registration with Engineering Council of South Africa (ECSA) or South African Council of Natural Scientific Professions (SACNASP) will be an added advantage. At least five (5) years' experience in middle/senior management services. Knowledge and practical experience in water resources management. Strategic capability and leadership. Good communication skills. Excellent computer skills. Planning and organising, people management, conflict management, negotiation, and change management skills. Experience in programme, project management, and financial management skills. Knowledge management, service delivery innovation (SDI). Empowerment, client orientation, and customer focus skills.

DUTIES : Lead the development and maintenance of the National Integrated Water Information System (NIWIS). Lead the review, establishment, and maintenance of national water monitoring governance structures. Coordinate, implement, and support mechanisms to disseminate water and sanitation information and knowledge products. Develop and review water monitoring strategies, policies, and implementation plans. Coordinate the assessment and application of integrated water resource catchment modelling methodologies. Lead the

establishment and maintenance of structures and processes, and the production of the national state of water report. Oversee the coordination of integrated catchment studies. Lead the establishment and maintenance of the secretariat of the South African National Committee for UNESCO Intergovernmental Hydrological Programme (IHP). Lead the establishment and maintenance of stakeholder relationships and institutional cooperation in water and sanitation information management. Lead the provision of knowledge and expertise to support all levels of government and international stakeholders in understanding and solving the critical water and sanitation challenges. Lead the implementation and maintenance of reporting structures and processes to support programme and project management within the National Water Resource Information Management environment. Lead the development and implementation of financial models within the National Water Resource Information Management environment. Lead and champion the digital transformation of water and sanitation monitoring systems.

ENQUIRIES : Dr Moloko Matlala. Tel No: (012) 336 7860
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 07/82 : **ENGINEER PRODUCTION GRADE A – C REF NO: 130326/04 (X2 POSTS)**
 Branch: Water And Sanitation Services Management: Ec Cd: Provincial
 Operations: Eastern Cape: Dir: Infrastructure Development Maintenance

SALARY : R879 342 – R1 323 267 per annum (OSD) (Offer will be based on proven years of experience)

CENTRE : King Williams Town
REQUIREMENTS : A Civil Engineering Degree (B Eng/ BSc) qualification. Three (3) years post qualification engineering experience in water services infrastructure development. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for Water Services Infrastructure. Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act, Division of Revenue Act (DoRA) and the Public Finance Management Act (PFMA). Good communication skills both (verbal and written) and the ability to communicate with all sector departments and other institutions. Must be able to work independently, be self-motivated and reliable.

DUTIES : Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in water services infrastructure development. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure, systems, and installations including the preparation of reports of the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the region. Compile, review and comment on the contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to junior personnel, consultants, contractors and water service authority's (WSA). Support functional areas to arrange supply chain management, human resources management and financial needs.

ENQUIRIES : Mr Z Nonjuzana, Tel No: (043) 604 5414
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/83 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 130326/05**
 Branch: Director-General Dir: Risk Management

SALARY : R896 436 per annum (Level 11) (All-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An undergraduate qualification in Risk Management/ Auditing / Finance / Accounting/ at NQF level 7. Affiliation with risk management professional body and a valid unexpired driver's license. Post graduate qualification in risk

management and a certification in risk management will be an added advantage. A minimum of Five (5) years risk management experience of which (3) years must be at supervisory level (ASD). Knowledge and understanding on Public Finance Management Act (PFMA), Treasury Regulations, Public Sector Risk Management Framework, human resource and management legislation, policies, practices and procedures. Understanding of the risk management best practices (ISO, COSO) and King Principles. Understanding of departmental policies and procedures. Knowledge of government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Develop risk management strategies, systems (methodologies, models, and tools etc), policies and annual risk management plan. Manage, implement, review and improve the risk management framework. Facilitate the institutionalisation risk management. Promote and institutionalize risk awareness culture and compliance in the department. Coordination of the risk management committees' meetings. Reporting to the risk management committees.

ENQUIRIES : Ms R Tema, Tel No: (012) 336 8759
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/84 : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATOR, ICT INFRASTRUCTURE AND CLOUD SERVICES REF NO: 130326/06**
 Branch: Corporate Support Services Dir: Infrastructure And Operations

SALARY : R468 459 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification in Information Technology. HP/3Com networking, A+ and N+ certificate. Five (5) years with supervisory experience in WAN and LAN administration. Knowledge in information and communication technology. Knowledge of HP/3Com networking. Knowledge at Cisco networking. Knowledge of information security protocols. Knowledge of techniques and procedures for the planning and execution of IT operations. Problem solving and analysis. Knowledge in customer relations. Understanding of public financial management act (PFMA), Public Service Act and regulation. Understanding of government legislation. Knowledge of IT regulations, practice notes, circulars and policy frameworks. Understanding of public supply chain management models and processes. Knowledge of contract management. Knowledge of analytical procedures. Understanding delegation authority. Understanding framework for managing performance information. Knowledge of business strategy transactions and alignment. Good communication skills both (verbal and written). Understanding of project and programme management. Client orientation and customer focus. Accountability and ethical conduct. Problem solving and analysis. People and diversity management. Good communication skills both (verbal and written).

DUTIES : Administer, configure, and maintain WAN (Wide Area Network) and LAN (Local Area Network) systems to ensure optimal performance in DWS head office and across all DWS Regional offices. Manage HP/3Com and Cisco networking equipment, including routers and switches. Conduct regular network performance analysis and troubleshooting to resolve connectivity issues. Implement proactive measures to prevent recurring network problems. Provide user support, network management and network monitoring. WAN and LAN research, planning, design and implementation.

ENQUIRIES : Mr T Diradingwe, Tel No: (012) 336 8466
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 07/85 : **PERSONAL ASSISTANT REF NO: 130326/07**
 Branch: Provincial And Entity Governance And International Cooperation

SALARY : R325 101 per annum (Level 07)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Three (3) to five (5) years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good

office management skills and knowledge of administrative procedures. Sound organizational skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.

DUTIES

: Provide a secretarial / receptionist support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like leave registers and telephone accounts and proper filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.

ENQUIRIES

: Mr V Molatana, Tel No: (012) 336 8610

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms L Mphahlele
- CLOSING DATE** : 13 March 2026
- NOTE** : Candidates will be subjected to a security clearance up to the level of "Top Secret". Applications must quote the relevant reference number and include only TWO (2) documents. A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. All shortlisted candidates for all posts will be subjected to a technical/practical exercise and integrity assessment. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks on criminal record, citizen verification, financial records, qualification and applicants could be required to provide consent for access to their social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated.

OTHER POSTS

- POST 07/86** : **DEPUTY DIRECTOR: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM**
REF NO: SEIAS/PRES/2026
- SALARY** : R1 059 105 per annum (level 12) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus an appropriate Bachelor Honours Degree/ Post Graduate Diploma/ Bachelor's Degree or equivalent on NQF level 8 as recognised by SAQA. Minimum of 3-5 years' relevant experience. Candidate must have the following competencies: Be professional, highly motivated, initiate and critical thinker who will be able to gather and analyse information skilfully. Communications skills. Have excellent computer skills. High-level research skill. Have excellent organisational and planning skills flexible with ability to work on multiple projects simultaneously. High-level negotiation and decision-making ability. Have sense of urgency and ability to identify and resolve problems in a timely manner. Relationship building and teamwork skills. Excellent in litigation

matters as well as executive matters. Be able to work independently and under pressure. Monitoring and evaluation. Integrity and trust. Knowledge management: Problem solving and analysis. Good computer knowledge. Good decision-making skills. Applied strategic thinking. Negotiating techniques. Business acumen. Consultation skills. Program and project management. Maintain confidentiality. Financial management. Data management and analysis. Public Service Regulatory Framework. Policy formulation process within government.

DUTIES : The successful candidate will be responsible for the following duties: The facilitating of the implementation of SEIAS to national departments under ESIEID and ICTS Government Clusters. Policy analysis and facilitate evidence-based policy making in government. Providing of support in the implementation of SEIAS to allocated provinces and municipalities. Monitoring improvement of draft policies, regulations and legislation. Development of frameworks to track post-approval of proposal (legislation, policies and regulations). Managing of the SEIAS IT System, documentation, internal relations and staff.

ENQUIRIES NOTE : Mr. K Futhane Tel: (012) 300 5995
 : NB: Email applications must on the subject line state ONLY the Reference number: SEIAS/PRES/2026 (with no spaces).

POST 07/87 : **DEPUTY DIRECTOR: INTEGRITY MANAGEMENT REF NO: INTEGRITY/PRES/2026**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (level 11) (All-inclusive remuneration package)
 : Pretoria
 : A Senior Certificate plus NQF level 6 Diploma/Advanced Certificate in Internal Auditing, Accounting, Public Administration, Forensic Accounting, Legal. A minimum of 3-4 years' middle management services experience in Integrity Management and or Forensic Investigations. Certified Fraud Examiner will be an added advantage. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours when necessary. Problem solving and analysis. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change management. Stakeholder management. Knowledge management: Public Service Regulatory Framework. Policy formulation process within government. Public Finance Management Act. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership technique. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques. Technical skills: Investigative skills; Anti-corruption strategy and implementation; Risk and fraud assessment; Data analysis and reporting.

DUTIES : The successful candidate will be responsible for the following duties: Support for the Executive Ethics Code (Financial Disclosures of the Members of the Executive, Deputy Ministers and Commissioners) Legislation: The Executive Members' Ethics Act 82 of 1998 and the Executive Ethics Code). Facilitate the conducting of lifestyle Audits for Members of the Executive. Continuous providing support for the review of the Executive Members' Ethics Act and the Executive Ethics Code. Coordinate the interface with Parliament on the Executive Financial Disclosures). Support the development and collaboration with Cabinet Office and NSG on ethical leadership training and coaching programmes for Members of the Executive (National and Provincial). Provide support to collaborate with COGTA on the coordination of local government Members of the Executive Financial Disclosures and Lifestyle Audits. Facilitate the coordination Appeals to the Appeals Authority (Director-General): Legislation: Appeals Advisory Committee Charter in terms of the Chapter V, section 16(b) of the PSA 1994. Provide support on the implementation of the SSC response plan. Provide support on the coordination on the implementation of the National Anti-corruption strategy. Provide support in the preparation of the annual NACS implementation report.

ENQUIRIES NOTE : Mr. K Futhane Tel: (012) 300 5995
 : NB: Email applications must on the subject line state ONLY the Reference number: INTEGRITY/PRES/2026 (with no spaces)

POST 07/88 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: BUDGET/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a relevant Diploma/Advanced Certificate in Financial Management/Accounting or an equivalent qualification on NQF level 6 as recognised by SAQA. Minimum of 3-5 years' experience in Finance environment. Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation. Knowledge of Budgeting preparation and analysis. Knowledge of BAS, PERSAL. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical Thinker, Report writing and Presentation. The understanding of Financial Statements will serve as an advantage

DUTIES : The successful candidate will be responsible for the following duties: Co-ordinate and consolidate inputs for compilation of Medium term Expenditure Framework (MTEF). Co-ordinate and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Compile adjustment Estimates of national expenditure (AENE) (reprioritisation, additional funds requests, movement of funds) for the branches. Allocate funds to the various responsibilities within the branches. Co-ordinates inputs for in Year Monitoring Report to the branches. Compile expenditure forecasts for the branches. Compile management reports on monthly basis. Give advice to budget managers and on issues relating to budget. Costing of the establishment. Assist with the preparation and review of the Financial Statements.

ENQUIRIES : Ms Beverly Nkwana Tel No: (012) 300 5911
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: BUDGET/PRES/2026 (with no spaces)

POST 07/89 : **REMUNERATION SPECIALIST REF NO: REMUNERATION/PRES/2026**

SALARY : R896 436 per annum (level 11) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Diploma/Advanced Certificate OR equivalent qualification on NQF level 6. A Professional Certification in Global Remuneration Practice (GRP) will add as advantage. A minimum of 3-5 years' experience in HRM, remuneration and benefits analysis environment, in one of the following institutions: Government, National Parliament / Legislature, Judiciary, Constitutional Institution and Traditional Leadership structures in South Africa; and at least 3 years should be at middle management services. Exposure to statistical data analysis and interpretation, good knowledge of the applicable legislations framework and sound understanding and application of job evaluation principles. Candidate must have the following competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques.

DUTIES : The successful candidate will be responsible for the following duties: Provide remuneration research, administration and reporting support to the head of Secretariat and Commission with regard to specified public office. Conduct research and analysis on remuneration and reward strategy and practices in relevant public office bearer institutions. Execute and update job profiling, grading and benchmarking exercises in respect of relevant position: authorities, judiciary

and traditional leadership structures. Monitor and review all processes relating to remuneration of relevant office bearers. Report to and advise the Head of the Secretariat on remuneration strategy developments, trends, practices and suggestions. Liaise with stakeholders in the relevant institution with regard to remuneration issues. Establish direct communication structures with relevant stakeholders. Support the Head of Secretariat and the commission with regard to specified public office bearer positions in different spheres of government. Prepare submissions in respect of remuneration within the relevant institutions. Assist the Head of Secretariat by ensuring good governance, sound planning and ensuring sustainable administration and resource utilization.

ENQUIRIES
NOTE

: Mr. K Futhane Tel: (012) 300 5995
: NB: Email applications must on the subject line state ONLY the Reference number: REMUNERATION/PRES/2026 (with no spaces)

POST 07/90

: **PERSONAL ASSISTANT REF NO: PA/PRES/2026**

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (level 7)
: Pretoria
: A Senior Certificate plus a Secretarial Diploma or equivalent qualification with a minimum of 3-5 years' experience in rendering a support service to senior management. Candidate must have the following competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge management. Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Knowledge management: Public Service Regulatory Framework. Policy formulation process within Government. Public Finance Management Act. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation method, tools and techniques. Knowledge of assessment and reviews techniques. Medium Term Expenditure Framework and Budget process. Financial accounting (including principles of GAAP/GRAP). Good understanding of protocol and security measures. Good knowledge of travel and subsistence procedures. Candidate must have the following technical skills: Analytical skills. Negotiation skills. Problem solving and analysis. Have excellent telephone etiquette. Project management skills. Good office management skills.

DUTIES

: The successful candidate will be responsible for the following duties: Provide personal, secretarial and logistical support to the Office of the Chief Operations Officer. Effectively manage the diary of the Chief Operations Officer. Participate in the compilation of the office budget and MTEF processes. Attend to telephonic and electronic enquiries. Make travel arrangement for the chief Operations Officer, including visas and accommodation. Assist with coordination of special activities such as meetings, interviews, workshops and events. Accompany the Chief Operations Officer on visits (nationally and internationally) as and when required. Execute any other duties as directed by the office.

ENQUIRIES
NOTE

: Mr. K Futhane Tel: (012) 300 5995
: NB: Email applications must on the subject line state ONLY the Reference number: PA/PRES/2026 (with no spaces)

POST 07/91

: **SECRETARY REF NO: SECRETARY/PRES/2026**

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum (level 5)
: Pretoria
: A Senior Certificate (Grade 12) with a minimum of 1-2 years' experience related to administration and secretarial duties. A minimum Bachelor's Degree or / National Diploma in will add advantage. Competencies and knowledge: communication, both oral and writing. Client orientation and customer focus. Good interpersonal skills. Computer literacy. Organising and planning skills. Problem solving and analysis. Integrity and trust. Being able to work under pressure. Knowledge of Public Service Regulatory Framework. Exposure to HRM&D, remuneration and benefits analysis environment.

DUTIES

: The successful candidate will be responsible for the following duties: Provide secretarial and administrative support to the Directorate. Receive and screen all calls. Keep the diary accurate by recording appointments and events. Remind

the Director of the meeting scheduled. Coordinate meetings by booking venues and arrange refreshments. Record minutes and decision matrix during the staff meetings of the Directorate. Maintain filing system. Handling all incoming and outgoing correspondence. Perform delegated duties. Prepare supervisor meeting files/documents. Make travel and accommodation arrangements for staff in the Directorate. Submit all financial claims. Track Directorates submissions. Assist in administration of leave within the Directorate

ENQUIRIES

: Ms Constance Masemola: (012) 308 1742

NOTE

: NB: Email applications must on the subject line state ONLY the Reference number: Secretary/Pres/2026 (with no spaces)